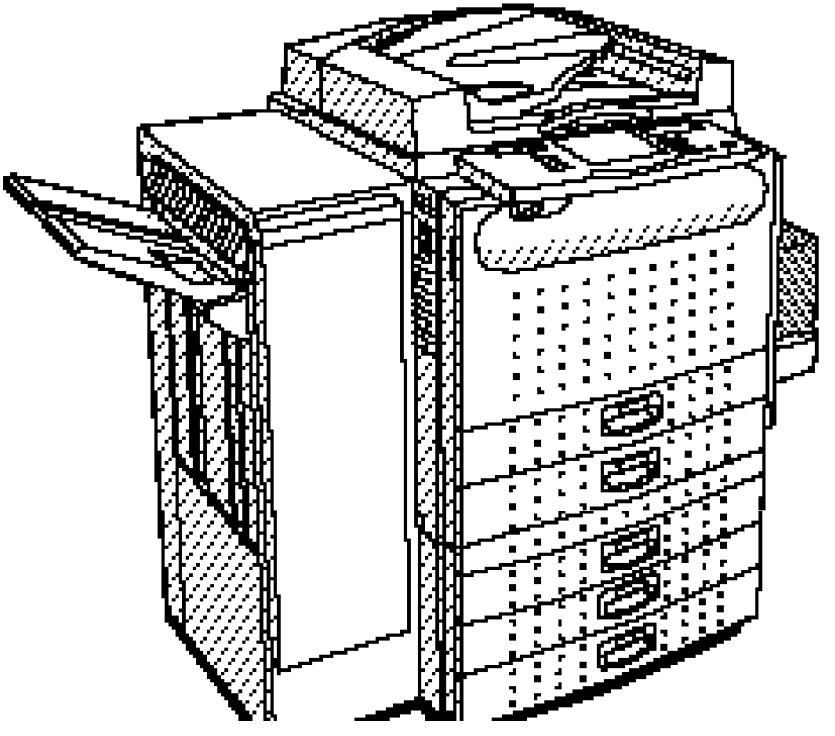
Aficio 400

RICOH



Operating Instructions

Operator Safety:
This copier is considered a CDRH class I laser device, safe for office/EDP use. The Copier contains a 15-milliwat, 760-800 nanometer wavelength, GaAIAs laser diode. Direct (or indirect reflected) eye contact with the laser beam may cause serious eye damage. Safety precautions and interlock mechanisms have been designed to prevent any possible laser beam exposure to the operator.

Laser Safety:
The Center for Devices and Radiological Health (CDRH) prohibits the repair of laser-based optical unit in the field. The optical housing unit can only be repaired in a factory or at a location with the requisite equipment. The laser subsystem is replaceable in the field by a qualified Customer Engineer. The laser chassis is not repairable in the filed. Customer engineers are therefore directed to return all chassis and laser subsystems to the factory or service depot when replacement of the optical subsystem is required.

Warning:
Use of controls or adjustment or performance of procedures other than those specified in this manual may result in hazardous radiation exposure.

As an Energy Star Partner, we have determined that this copier model meets Energy Star Guidelines for energy efficiency.
This product was designed to reduce the environmental impact associated with copying equipment by means of energy saving feature such as Auto Off, Low Power, and Duplex Mode Priority modes.
For details, see the following pages.

- Auto Off Mode : see page 138.
- Low Power Mode : see page 137.
- Duplex Mode Priority : see page 141.

For good copy quality, Ricoh recommends that you use genuine Ricoh toner.

Ricoh shall not be responsible for any damage or expense that may result from the use of parts other than genuine Ricoh parts in your Ricoh office product.

Note: Some illustrations may be slightly different from your machine.

Note: Certain options may not be available in some countries. For details, please contact your local dealer.

Power Source: 120 V, 60 Hz, more than 12A
Please make sure to connect the power cord to a power source as above. For details about power source, see page 160.

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1500-SHEET TRAY UNIT (OPTION) 171

INTRODUCTION

This manual contains detailed instructions on the operation and maintenance of this copier. To get maximum versatility from this copier all operators should carefully read and follow the instructions in this manual. Please keep this manual in a handy place near the machine.

Please read the next section before using this copier. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

SAFETY INFORMATION

When using your copier, the following safety precautions should always be followed.

Safety During Operation

In this manual, the following important symbols are used:

R	This symbol is intended to alert the user to the presence of important operating and maintenance (servicing) instructions in the literature accompanying the machine.
n x	This symbol is attached to some components to alert the user not to touch them, because they may be very hot.

In addition, all safety messages are identified by the words "WARNING" and "CAUTION". These words mean the following:

R ***WARNING:*** ***Important information to alert you to a situation that might cause serious injury and damage to your property if instructions are not followed.***

R *CAUTION:* *Important information that tells how to prevent damage to equipment, or how to avoid a situation that might cause minor injury.*

R ***WARNINGS:***

Since some parts of the copier are supplied with high voltage, touch only the parts specified in this manual.

Do not modify or replace any parts other than the ones specified in this manual.

Do not incinerate toner or toner containers. Toner dust might ignite when exposed to open flames.

Do not store toner where it will be exposed to heat.

Do not eat or swallow toner, and keep it out of reach of children.

The fusing unit may be very hot. Be careful when handling it.

R *CAUTIONS:*

While copying, do not turn off the main switch.

While copying, do not open the front cover.

While copying, do not unplug the power cord.

While copying, do not lift the platen cover, or the document feeder.

Do not lay anything weighing more than 10 kg (22 lb) on the exposure glass.

Keep corrosive liquids, such as acid, off the machine.

Do not allow paper clips, staples, or other small metallic objects to fall inside the machine.

General Safety Information

- ❒ Always turn the copier off when you have finished copying for a day, but leave it plugged in.
- ❒ When the copier will not be used for a long period, disconnect the power cord.
- ❒ If the copier must be transported by vehicle, please contact your service repre - sentative.
- ❒ When the main switch is in the Stand-by position, the optional heaters are on. In case of emergency, unplug the machine's power cord.
- ❒ To disconnect the power source, the main plug must be pulled.

WHERE IS IT & WHAT IS IT

SYSTEM OVERVIEW 3

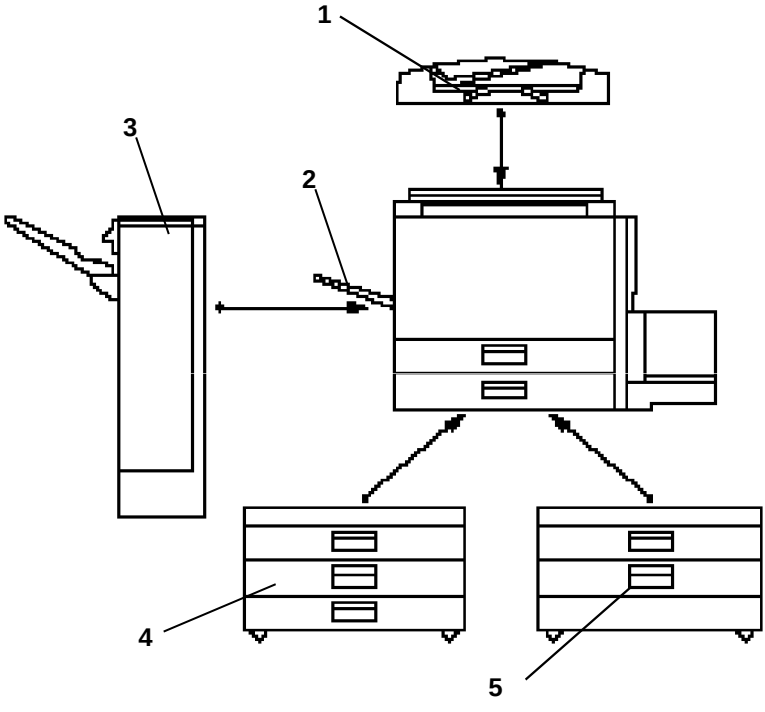
COPIER EXTERIOR & INTERIOR 4

OPERATION PANEL 6

Hard Keys 6

Touch Panel Display 8

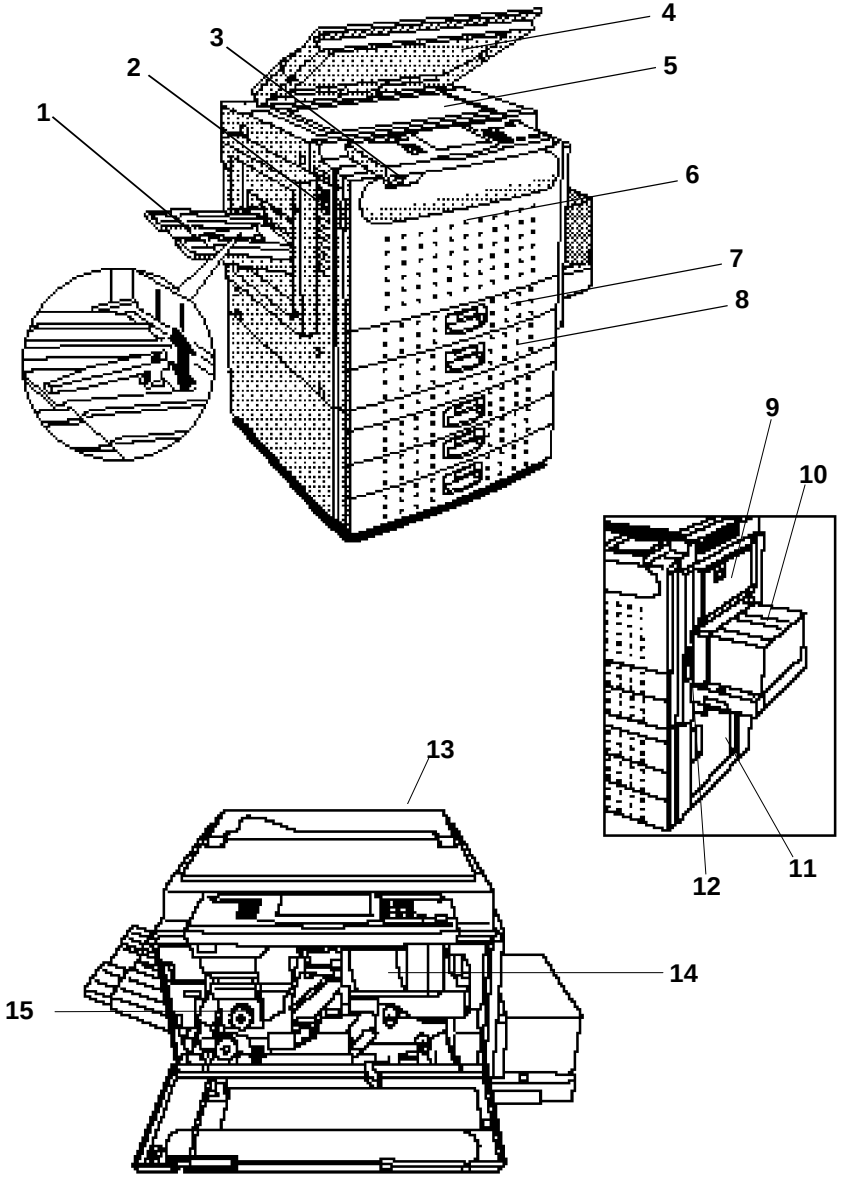
SYSTEM OVERVIEW



1. Document feeder (Option)	Insert a stack of originals here. They will be fed automatically.
2. Copy tray (Option)	Completed copies are delivered here.
3. Finisher (Option)	Sorts, stacks, and staples copies.
4. 1500-sheet tray unit (Option)	Holds 1500 sheets of copy paper.
5. 1000-sheet tray unit (Option)	Holds 1000 sheets of copy paper.

❒ Other options: platen cover and key counter

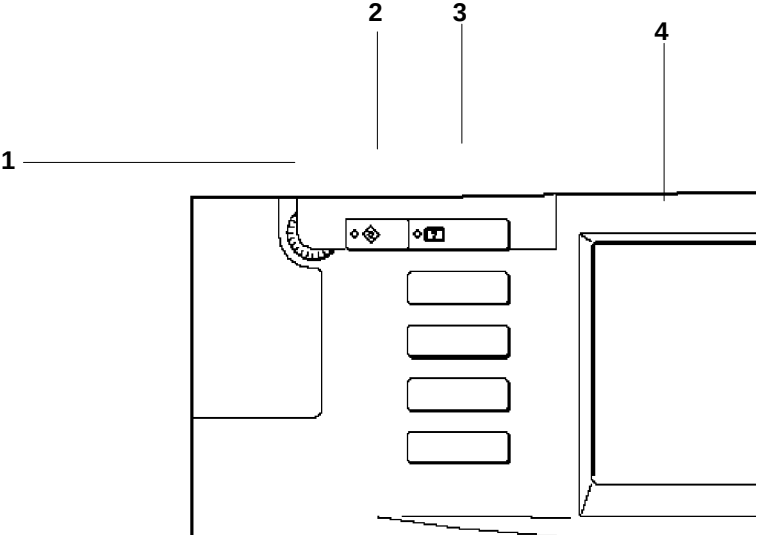
COPIER EXTERIOR & INTERIOR



1. Copy tray (option)	Completed copies are delivered here. Regarding the capacity of the tray, ☛ see page 166.
2. Main switch	Switches the copier between on and standby conditions.
3. Auto response (human) sensor	When someone comes close to the copier, it will automatically switch from Low Power mode to standby mode.
4. Platen cover (option)	Lower this cover over originals for copying.
5. Exposure glass*	Position originals here face down for copying. *After turning off the main switch, the exposure glass might be hot because of the anticondensation function. This is not a problem.
6. Front cover	Open to access the inside of the copier.
7. Unit for two-sided copies (Duplex unit)	Makes two-sided copies.
8. Paper tray	Holds 500 sheets of copy paper.
9. Bypass tray	Use to copy onto OHP sheets, adhesive labels, translucent paper, post cards, and non-standard size paper.
10. Large capacity tray	Holds 1,000 sheets of copy paper.
11. Right cover of the optional tray unit	Open to remove misfed paper.
12. Key counter holder	Insert the optional key counter here.
13. Operation panel	Operator controls and touch panel are located here. ☛ See the next page.
14. Toner bottle	Replace the toner bottle when " f Add Toner" is displayed on the display. ☛ See page 120.
15. Fusing unit	Fuses the copy image to the paper. When accessing the inside of the copier, use caution. This unit may be very hot.

OPERATION PANEL

Hard Keys



1. Contrast Dial
Changes the brightness of the display.

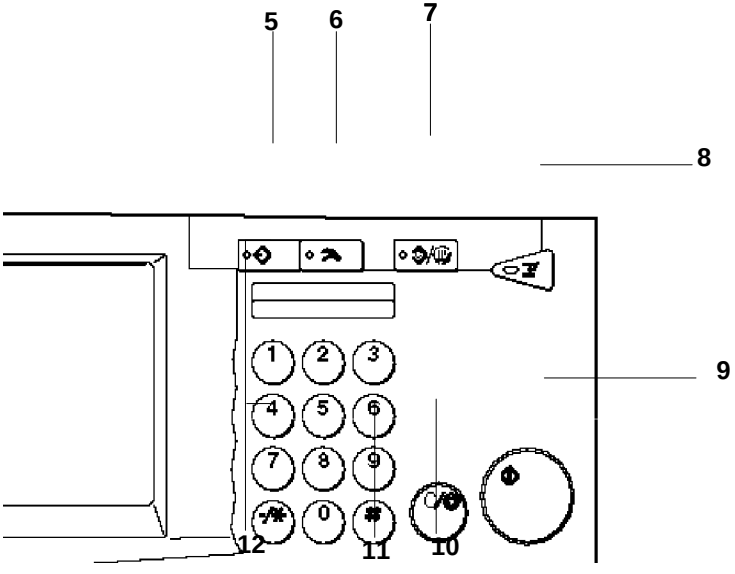
2. User Tools key
Changes the basic settings and copy features. ☛ See page 134.

3. Guidance key
Shows guidance for functions.
☛ See page 28.

4. Touch Panel Display
☛ See page 26.

5. Program key
Press to select the program mode. ☛ See page 54.

6. Job Recall key
Use to recall your previous copy settings. ☛ See page 53.



7. Clear Modes/Low Power Mode key

Press to clear the previously entered copy job settings. Also use to switch to and from Low Power mode. ☛ See pages 24 and 137.

8. Interrupt key

Press to make interrupt copies during a copy run.

☛ See page 53.

9. Start key

Press to start copying. Use to set the Auto Start. ☛ See page 37.

10. Clear/Stop key

While entering numbers, press to cancel a number you have entered. While copying, press to stop copying.

11. Enter key

Use to enter data in selected modes.

12. Number keys

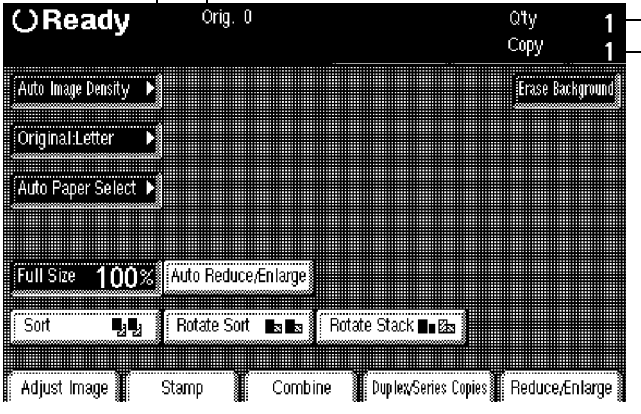
Use to enter the desired number of copies and data for selected modes.

Touch Panel Display

without optional finisher

Message area
Copier status and messages

Original Counter
Number of originals scanned so far.



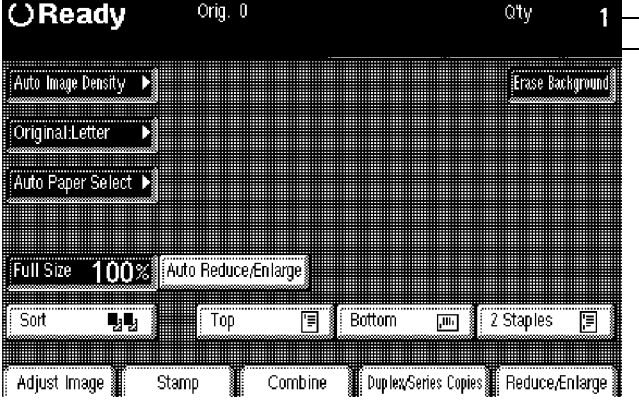
Copy Set Total
Total number of copy sets entered.

Copy Set Counter
Number of copy sets made so far.

with optional finisher

Message area

Original Counter



Copy Set Total

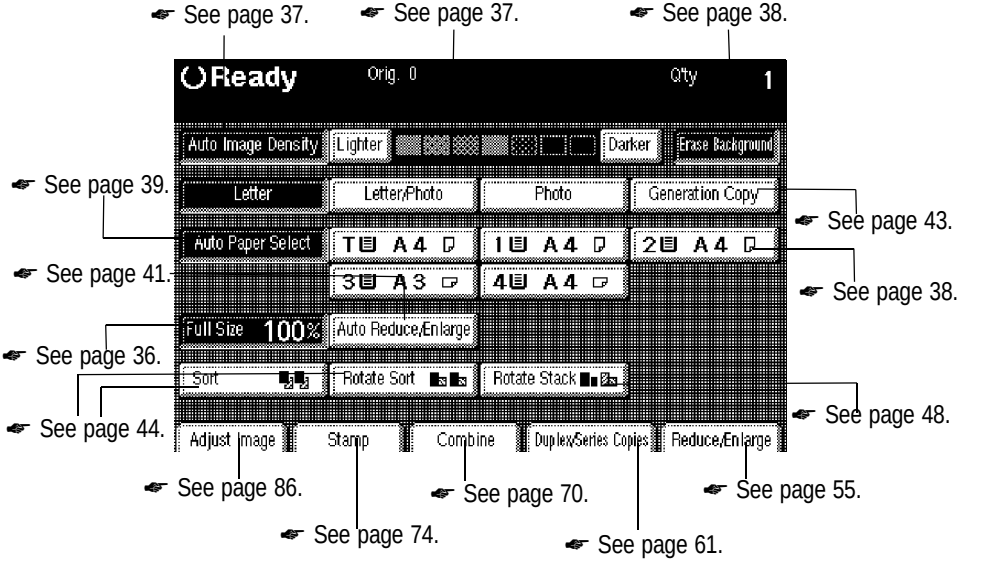
Copy Set Counter

- Regarding detailed information about each key and its functions, ☛ see page 12.
- For how to use the touch panel display, ☛ see page 26.

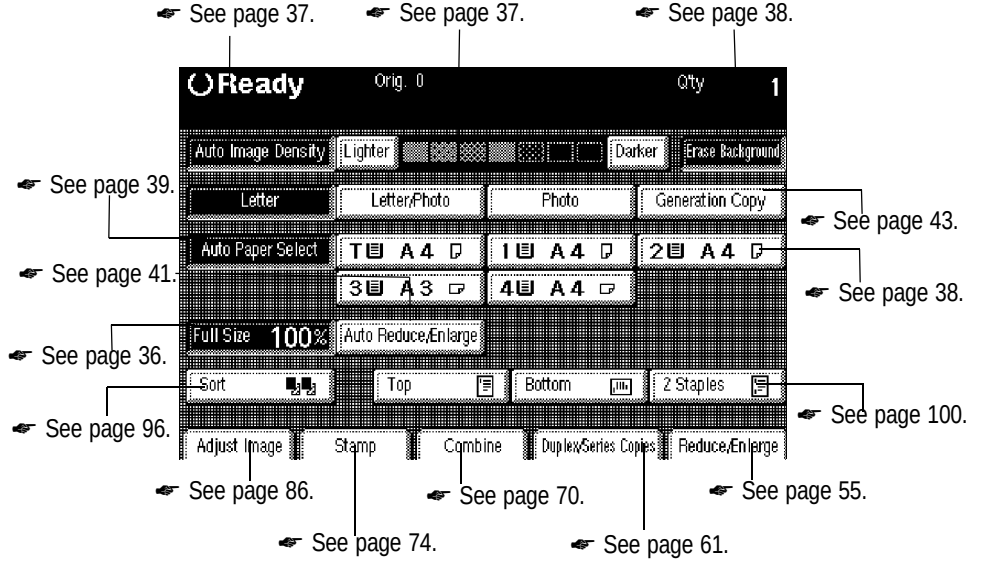
WHAT YOU CAN DO WITH THIS COPIER

FUNCTIONS

without optional finisher



with optional finisher



Getting Help On The Display

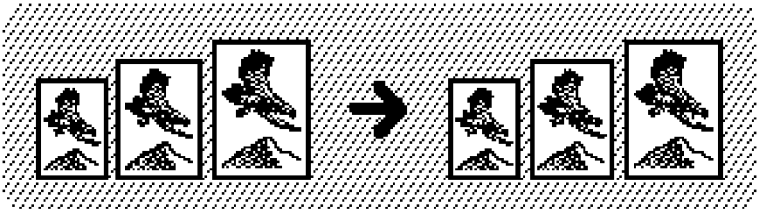
☛ See page 28.

Adjusting Copy Image Density

☛ See page 37.

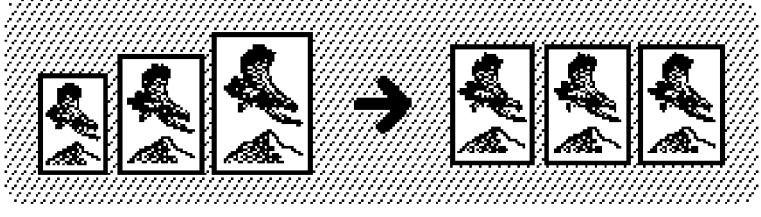
Having The Copier Choose The Paper Size

☛ See page 39.



Having The Copier Choose The Reproduction Ratios

☛ See page 41.

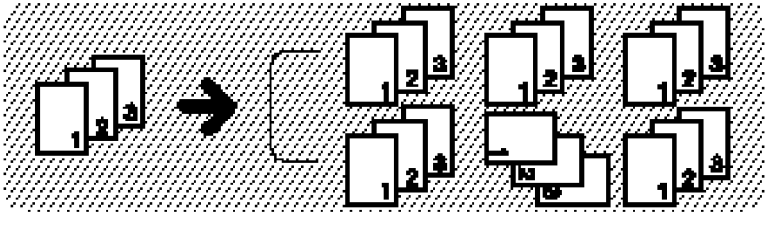


Selecting Original Type Setting

☛ See page 43.

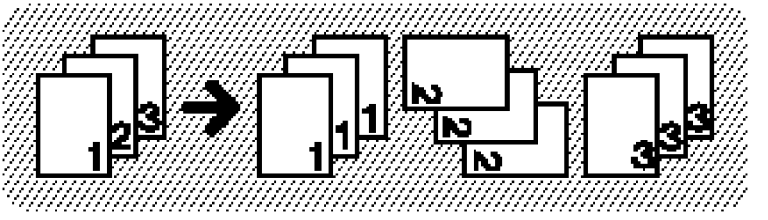
Sorting Into Sets

☛ See page 44.



Stacking Together All Copies Of A Page

☛ See page 48.



Copying From The Bypass Tray

☛ See page 50.

Temporarily Stopping One Job To Copy Something Else

☛ See page 53.

Recalling Job Settings

☛ See page 53.

Storing Your Copy Settings In Memory

☛ See page 54.

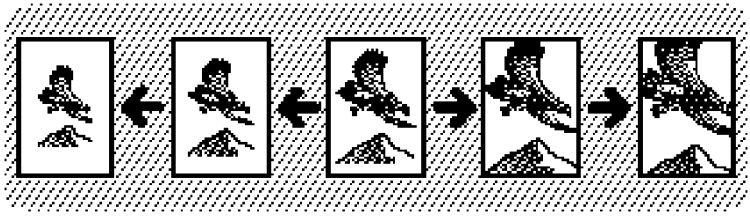
Reducing And Enlarging Using Preset Ratios

☛ See page 55.

Reducing And Enlarging In 1% Steps

☛ See page 56.

Using the [+] and [-] keys or Number keys

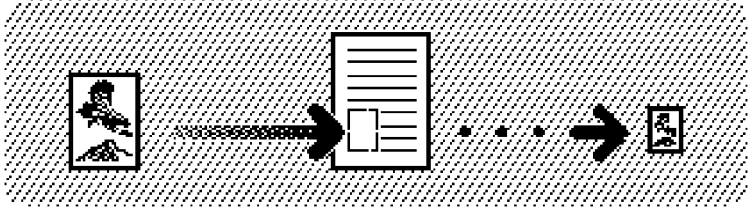


Stretching and squeezing the image

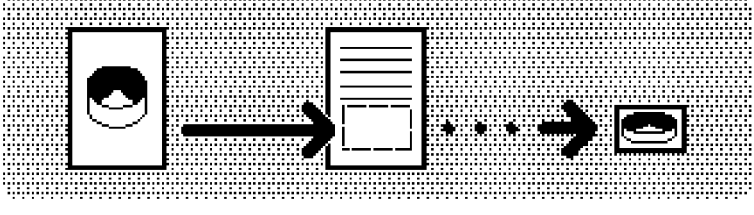
Fitting The Original To A Copy Of A Different Size

☛ See page 58.

Fitting the image in the copy area as it is



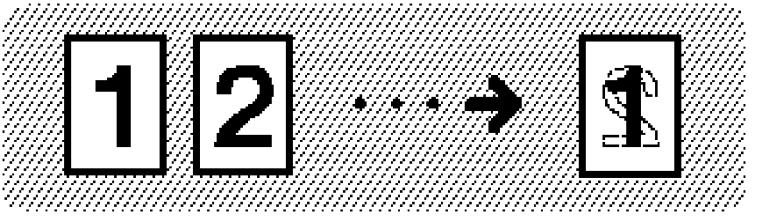
Stretching and squeezing the image into the copy area



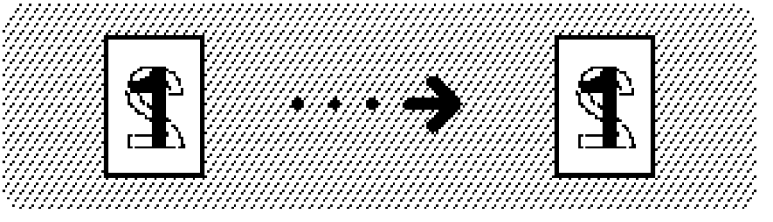
Making Two-sided Copies

☛ See page 61.

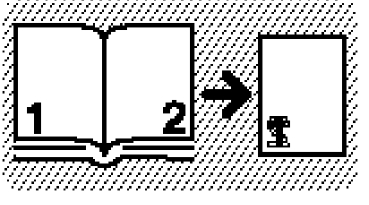
From one-sided originals

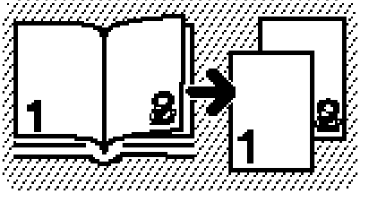


From two-sided originals



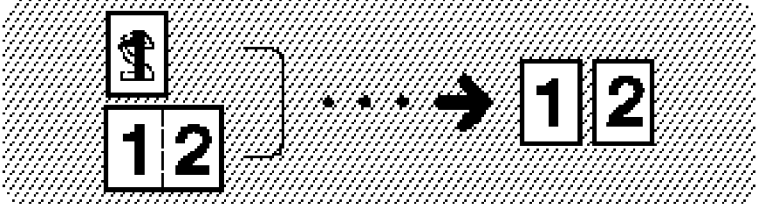
From book originals (Single) **(Multi)**





Making One-sided Copies

☛ See page 68.



Combining Originals Into One Copy

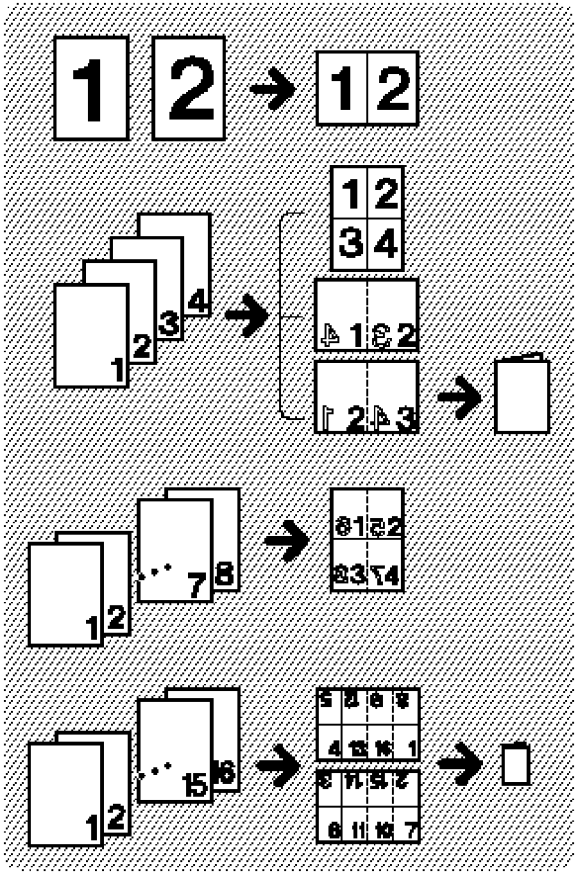
☛ See page 70.

From 2 one-sided originals

From 4 one-sided originals

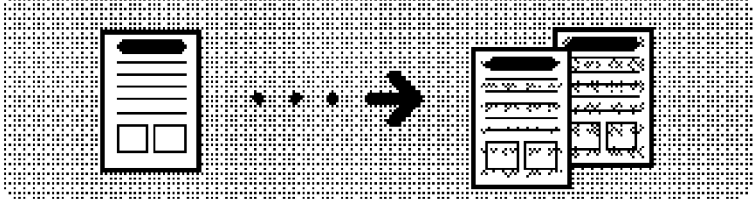
From 8 one-sided originals

From 16 one-sided originals



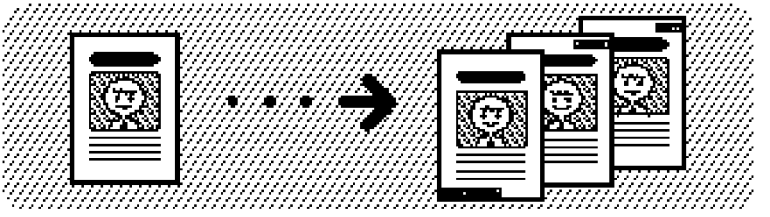
Printing Numbers On The Background Of Your Copies

☛ See page 74.



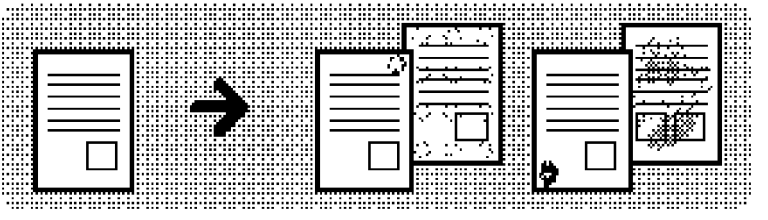
Printing Preset Messages On Your Copies

☛ See page 75.



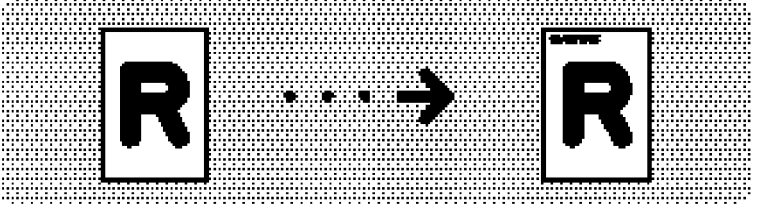
Printing Your Own Messages On Your Copies

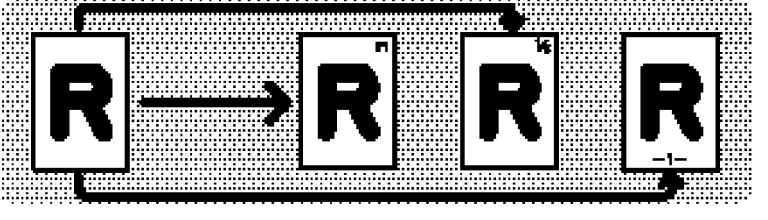
☛ See page 79.



Printing Dates And Page Numbers

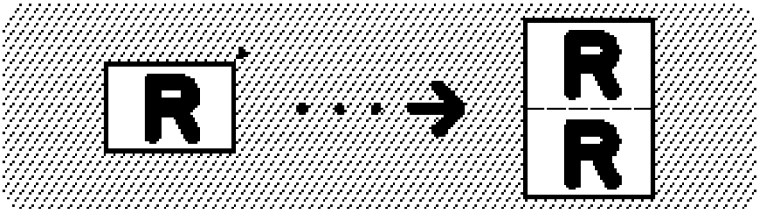
☛ See page 81.





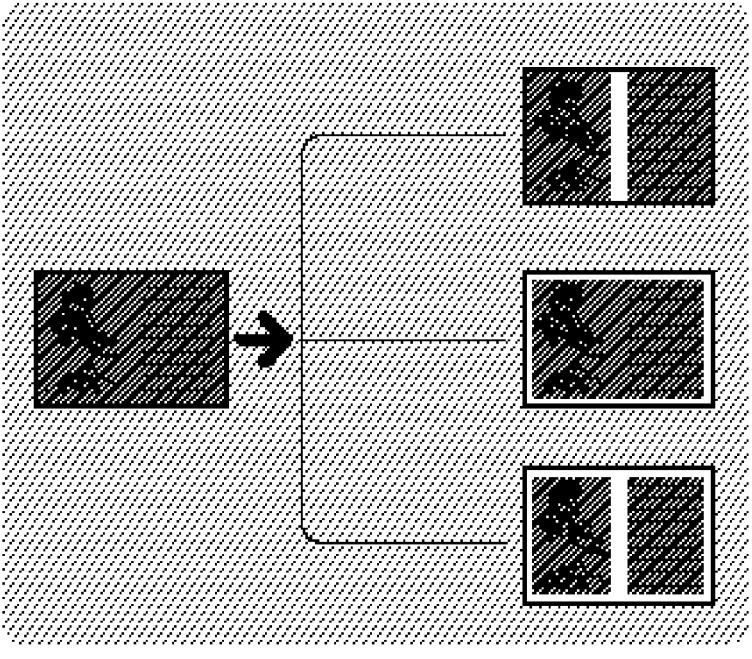
Copying The Image Twice On One Page

☛ See page 86.



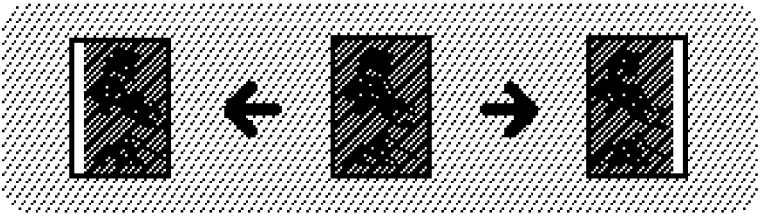
Erasing The Centre And The Border (Erase Centre/Border)

☛ See page 88.



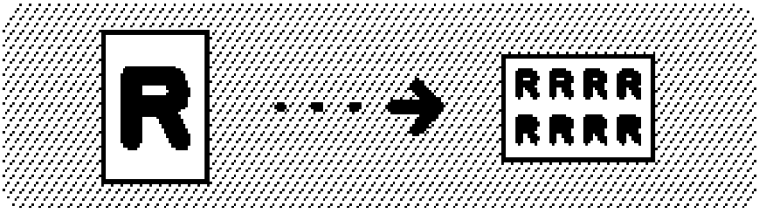
Adjusting The Margin

☛ See page 89.



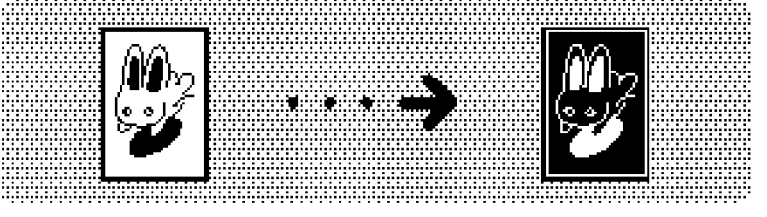
Repeating An Image Over The Entire Copy

☛ See page 91.



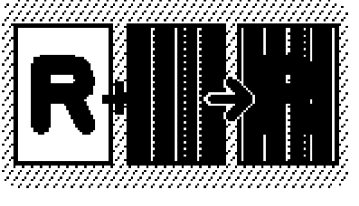
Reversing Black And White

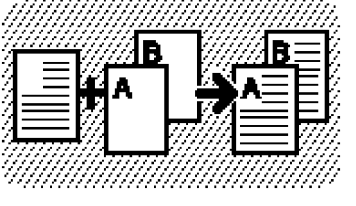
☛ See page 93.



Merging Images

☛ See page 94.

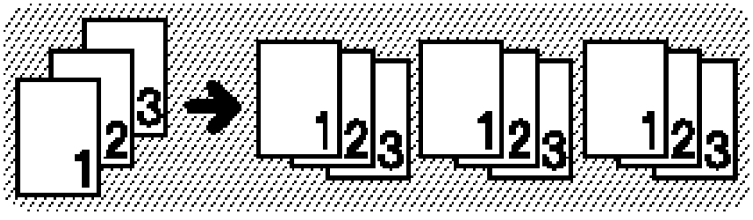




Optional Finishing

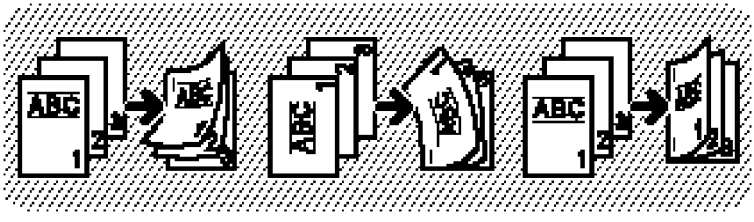
Sorting into sets (123, 123, 123)

☛ See page 96.



Stapling

☛ See page 100.



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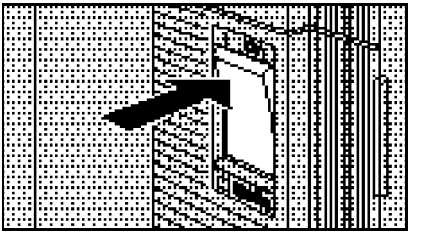
STARTING THE COPIER

When The Main Switch Is In The Stand-by Position



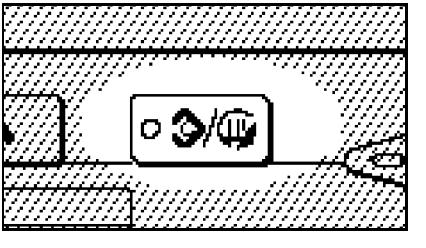
1 Turn on the main switch.

2 Wait for the copier to warm up. During the warm-up period (within 140 seconds), "U **Please wait.**" appears on the display.

3 After warm-up, "V **Ready**" appears on the display.

When The Display Is Off And The Indicator Of The Clear Modes/Low Power Mode Key Is Lit

The copier is in Low Power mode.



1 Hold down the **Clear Modes/Low Power Mode** key until the indicator is not lit. The machine will return to the standby condition.

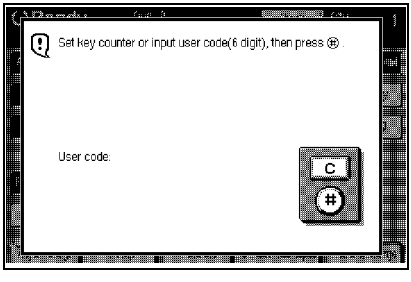
❒ For details about Low Power mode, ☛ see page 137.

❒ The following actions will also make the copier ready:

- ♦ The copier detects anyone operating it.
- ♦ Opening or closing the optional platen cover.
- ♦ Opening or closing the optional document feeder.
- ♦ Setting originals in the optional document feeder.
- ♦ Opening or closing the bypass tray.
- ♦ Pressing any key.

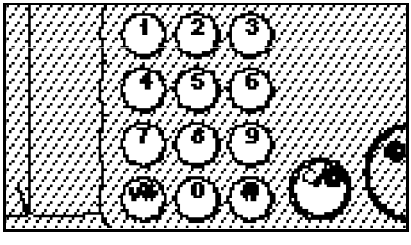
When The Copier Is Set For User Codes

1 The display instructs you to input your user code, as shown in the illustration.



2 Input your user code (6 digits) using the **Number** keys.

❒ To change the entered code, touch the **[C]** key or press the **Clear/Stop** key. Then, enter the new code.



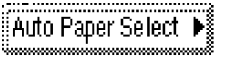
3 Touch the **[#]** key or press the **Enter** key.

❒ To prevent others from making copies with your user code, when you have finished using the machine, hold down the **Clear/Stop** key and press the **Clear Modes/Low Power Mode** key.

❒ Regarding user codes, ☛ see page 140.

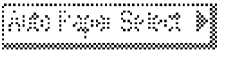
USING THE TOUCH PANEL DISPLAY

On the touch panel display, you can find keys, instructions and messages. By touching keys on the display, you can select or deselect functions and enter data for the selected modes. The display uses the following conventions:



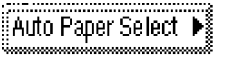
Keys that have the option of being selected.

Keys that have been selected.



Keys that have no option to select.

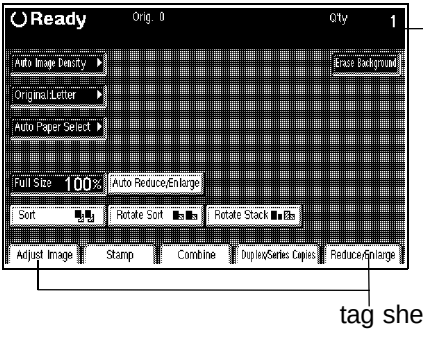
In this manual, we use the following convention:

Key on the display: 

In the manual : **[Auto Paper Select]** key

R *Caution: Do not press the touch panel display with any hard or sharp object (pen, pencil, etc.). Always use your fingers or something with a soft tip.*

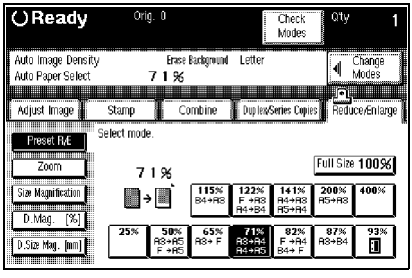
Initial display



Messages and instructions appears here.

tag sheets

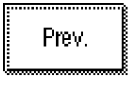
Display after selecting functions on the tag sheets



After selecting functions on tag sheets, the clip appears on the tag.

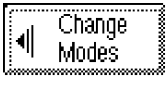
[Check Modes] key

When you have selected functions on tag sheets, this key appears on the upper right area on the touch panel display. Touch this key to see at a glance all the modes you selected.



[Prev.] key

This key appears in the upper right corner of the display when you touch the **[Check Modes]** key. Press to go back to the previous display.



[Change Modes] key

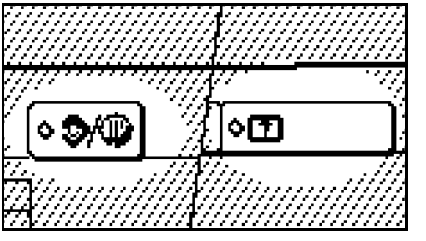
When you select functions on the tag sheets, this key appears on the display. Touch this key to change settings of the following modes:

image density, original type settings, copy paper size, Auto Reduce\Enlarge, and finishing

GETTING HELP ON THE DISPLAY

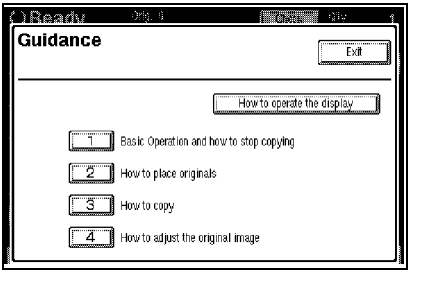
Press the **Guidance** key when you want to know detailed information about functions you use.

1 Press the **Clear Modes/Low Power Mode** key then the **Guidance** key.



2 Touch the key you want to know about on the touch panel display.

For example, if you want to know about "How to operate the display", touch the **[How to operate the display]** key.


Ready
Guidance
Exit
How to operate the display
1 Basic Operation and how to stop copying
2 How to place originals
3 How to copy
4 How to adjust the original image

- To go to the next page, touch the **[Next]** key. To return to the previous page, touch the **[Prev.]** key.
- To go back to the display shown after pressing the **Guidance** key, touch the **[Menu]** key.
- To exit from the guidance display, touch the **[Exit]** key.

RECOMMENDED & NON-RECOMMENDED ORIGINALS

Recommended Originals

❒ Regarding originals that the optional document feeder can handle, ☛ see page 169.

Non-recommended Originals For The Optional Document Feeder

R *CAUTION: The following types of originals are not recommended for use with the document feeder. Place them directly on the exposure glass.*

❒ Originals thicker than 128 g/m^2, 34 lb

❒ Originals thicker than 105 g/m^2, 28 lb when using two-sided originals

❒ Originals thinner than 40 g/m^2, 11 lb. But for originals between 40 and 52 g/m^2 (11 and 14 lb), the document feeder must be set to Thin Paper mode. ☛ See page 139.

❒ Originals larger than A3, 11" x 17"

❒ Originals smaller than A5, 5 1/2" x 8 1/2"

❒ Paper with any king of coating (such as carbon) on the back

❒ Folded, curled, creased, or damaged originals

❒ Mailing labels, or perforated originals

❒ OHP transparencies

❒ Translucent paper

❒ Pasted originals

❒ Damp originals

❒ Sticky originals

❒ Wavy originals

❒ Originals that are not made from paper

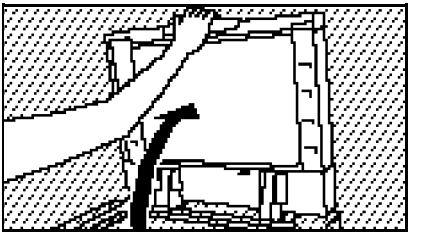
❒ Originals written in pencil on both sides, or two-sided carbon originals

❒ Thermal fax paper, CRO (camera ready original) or aluminum foil

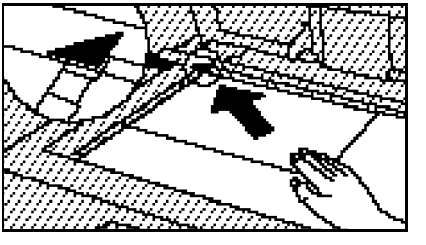
❒ Originals with globs of ink from a ball-point pen

SETTING ORIGINALS ON THE EXPOSURE GLASS

1 Lift the optional platen cover or the optional document feeder.



2 Set the original *face down* on the exposure glass. The original should be aligned to the rear left corner.



3 Lower the optional platen cover or the optional document feeder.

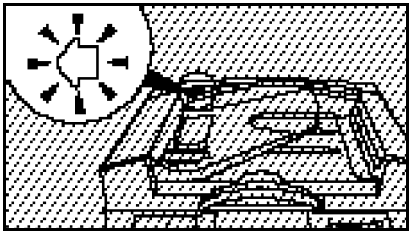
SETTING A STACK OF ORIGINALS IN THE OPTIONAL DOCUMENT FEEDER (ADF)

You can insert a stack of originals (one-sided or two-sided) of the same size into the document feeder. These originals are individually fed onto and removed from the exposure glass.

❒ If you want to set originals of different sizes at the same time, use the user tools. ☛ See page 151.

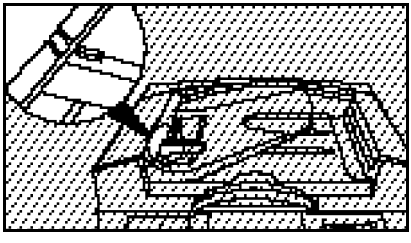
1 Correct any curl, fold, or crease in the originals before setting.

2 Confirm that the **Insert Original** indicator is lit before setting the originals.

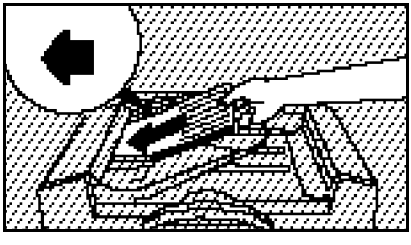


3 Confirm that no previous originals remain on the exposure glass.

4 Adjust the guide to the original size.

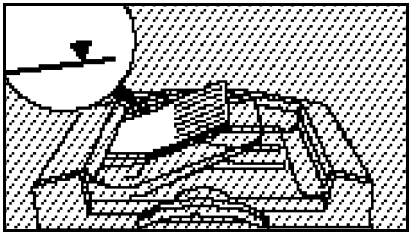


5 Set the originals *face up* into the document feeder until the **Insert Original** indicator goes off.



- ❒ The last page should be on the bottom.
- ❒ The guide must touch the front side of the originals.

- ❒ Do not stack originals above the limit mark.



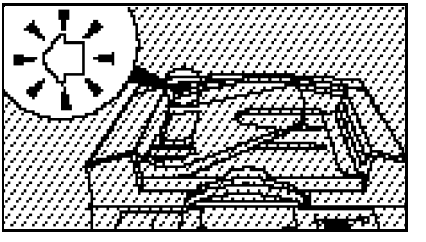
SETTING ONE ORIGINAL AT A TIME IN THE OPTIONAL DOCUMENT FEEDER (SADF)

You can insert one original at a time into the document feeder. The original is automatically fed onto and removed from the exposure glass.

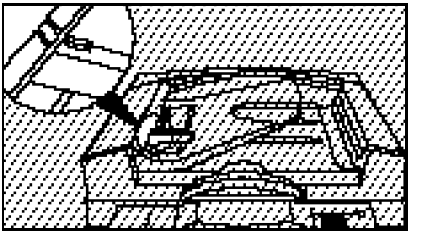
1 Correct any curl, fold, or crease in the originals before setting.

2 Confirm that the **Insert Original** indicator is lit before setting the originals.

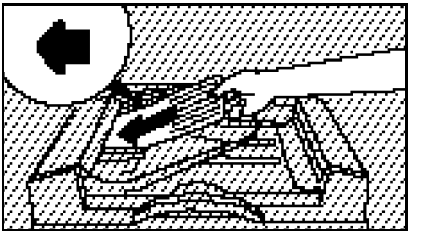
3 Confirm that no previous originals remain on the exposure glass.



4 Adjust the guide to the original size.



5 Set the original *face up* into the document feeder until the **Insert Original** indicator goes off.



- ❒ If you are copying a stack of originals one sheet at a time and you want to keep them in order, start with the last page of the originals.
- ❒ The original guide must touch the front side of the original.

6 Press the **Start** key.

7 While the **Auto Feed** indicator is lit after an original is fed, set the next original. The original is automatically fed and copied.

❒ If you have set more than two originals, the **Auto Feed** indicator is not lit after the last original is fed. In this case, press the **Start** key again after setting an original.

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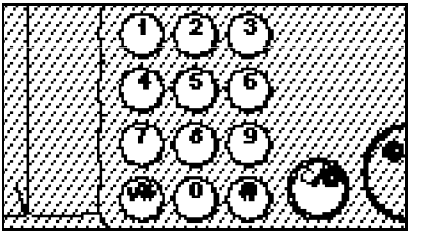
BASIC OPERATIONS

One-to-one Copying (Full Size Copying)

You can make copies that are the same size as your originals.

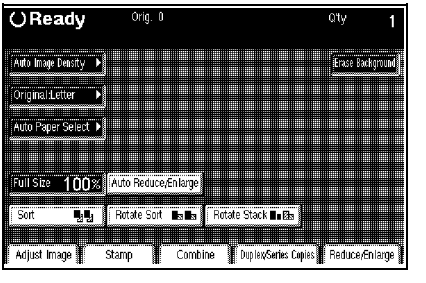
1 Set your original on the exposure glass or in the optional document feeder. ☛ See pages 30 ~ 33.

2 Enter the number of copies required using the **Number** keys.



❒ To change the number entered, press the **Clear/Stop** key, then enter the new number.

3 Confirm that the **[Auto Paper Select]** key is dark. If not, touch the **[Auto Paper Select]** key, or select the proper paper size using keys on the display.

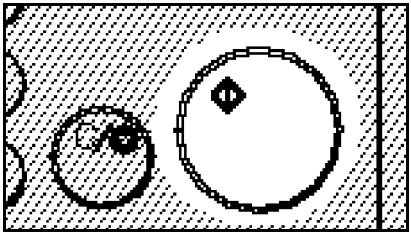


❒ Regarding Auto Paper Select, ☛ see page 39.

❒ Regarding selecting paper size, ☛ see page 38.

4 Make sure that the **[Full Size]** key is dark. If not, touch it.

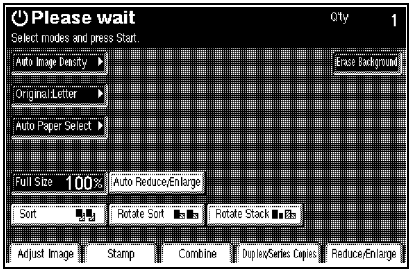
5 Press the **Start** key.



- ❒ To stop the copier during the multi-copy run, press the **Clear/Stop** key.
- ❒ Press the **Start** key to resume copying, or press the **Clear/Stop** key to clear the entered copy number.

Entering Copy Job Settings During The Warm-up Period (Auto Start)

During the warm-up period (within 140 seconds), the display is as shown. If you enter your copy job settings and press the **Start** key during the warm up period, the copier will start copying automatically when the copier reaches the ready condition.

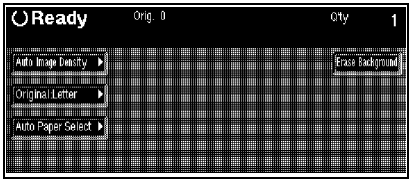


- ❒ To cancel Auto Start, press the **Clear/Stop** key.

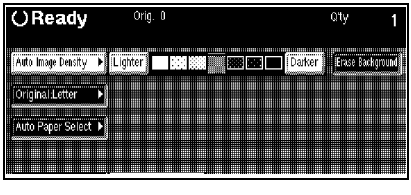
Adjusting Copy Image Density

Auto and manual image density

If the **[Auto Image Density]** key is dark, Auto Image Density is selected. If not, touch the **[Auto Image Density]** key.



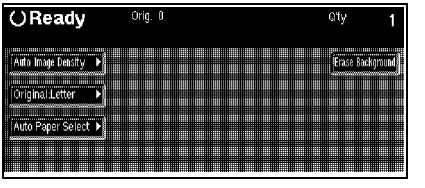
If the **[Auto Image Density]** key is light, Manual Image Density mode is selected. To get a darker image, touch the **[Darker]** key. To get a lighter image, touch the **[Lighter]** key.



Erasing Background (Erase Background)

Use this mode to mask out a dirty background (e.g. with a newspaper) and get clear copies.

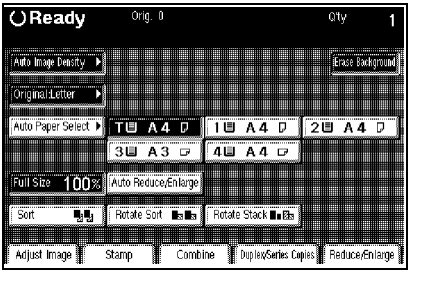
Confirm that the **[Erase Background]** key is dark. If not, touch it.



Selecting The Copy Paper Size (Manual Paper Select)

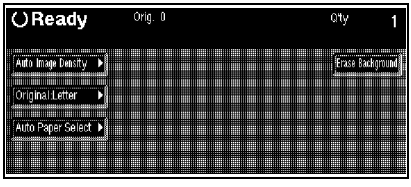
You can select the desired copy paper size manually by touching one of the tray keys in the display.

- ❒ Regarding setting copy paper in the bypass tray, ☛ see page 50.
- ❒ The keys that have an * (asterisk) cannot be used for Auto Paper Select.



Having The Copier Choose The Paper Size(Auto Paper Select)

The copier selects a suitable size of copy paper based on the original size and the reproduction ratio. Make sure that the **[Auto Paper Select]** key is dark. If not, touch the **[Auto Paper Select]** key.



- If you use translucent or transparent originals or originals with tags, the original size might not be detected correctly.
- When placing the original on the exposure glass directly, make sure that the optional platen cover or optional document feeder is lowered before pressing the **Start** key. Otherwise, the original size might not be detected correctly.
- When the original is set at a different direction from the copy paper in the paper tray and the required paper size is A4, 8 1/2" x 11" or smaller, the copier automatically rotates the original image by 90° to match the copy paper direction and make copies.
- The tray keys that have an * (asterisk) cannot be used for the Auto Paper Select.
- Regarding the combination of the Auto Paper Select and Stapling, ☞ see page 101.
- Regarding functions that cannot be used together with this function, ☞ see page 105.

❒ When you use Auto Paper Select, refer to the following table for possible copy paper sizes

Metric version

Original	Possible selected paper sizes for copy
A or B type*	A or B type*
8" x 13"	8" x 13"***, A or B type*
8 1/4" x 13"	8 1/4" x 13"***, A or B type*
8 1/2" x 13"	8 1/2" x 13"***, A or B type*
LT type**, 8" x 10"	LT type**, 8"x 10", A or B type*

* :A type (A3, A4, A5), B type (B4, B5, B6)

** :LT type: 11" x 17", 8 1/2" x 11"

*** :F/F4 size selected by user tools. ☛ See page 138.

Inch version

Original	Possible selected paper sizes for copy
LT type	LT type
A4	A4, LT type
8" x 13"	8" x 13"**, LT type
8 1/4" x 13"	8 1/4" x 13"**, LT type
8 1/2" x 13"	8 1/2" x 13"**, LT type
11" x 15", 10" x 14", 8" x 10"	11" x 15", 10" x 14", 8" x 10", LT type

* :LT type: 11" x 17", 8 1/2" x 14", 8 1/2" x 11", 5 1/2" x 8 1/2"

** :F/F4 size selected by user tools. ☛ See page 138.

Having The Copier Choose The Reproduction Ratios (Auto Reduce/Enlarge)

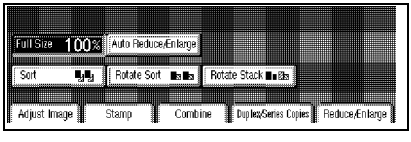
The copier can choose an appropriate reproduction ratio based on the paper and original sizes you select.

- ❒ If you use translucent or transparent originals or originals with tags, the original size might not be detected correctly.
- ❒ When placing the original on the exposure glass directly, make sure that the optional platen cover or optional document feeder is lowered before pressing the **Start** key. Otherwise, the original size might not be detected correctly.
- ❒ When the original is set at the different direction from the selected copy paper, the copier *cannot* rotate the image by 90°. Make sure to set the original in the same direction as the copy paper.
- ❒ Regarding functions that cannot be used together with this function, ☛ see page 105.

Example:

Metric version:	Original: A3 ; ,	Copy paper: A4 ;
Inch version:	Original: 11" x 17" ; ,	Copy paper: 8 1/2" x 11" ;

1 Touch the **[Auto/Reduce Enlarge]** key.

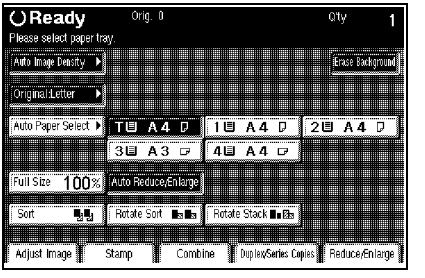


2 Set your original on the exposure glass or in the optional document feeder. ☛ See pages 30 ~ 33.

3 Select the copy size you require:

Metric version:
Touch the **[A4 ;]** paper tray key.

Inch version:
Touch the **[8 1/2" x 11" ;]** paper tray key.



4 Press the **Start** key. The original image is reduced to fit the selected copy paper.

Selecting Original Type Setting (Letter, Letter/Photo, Photo, Generation Copy)

There are four types of original type setting. Select the appropriate original type to match the kind of originals you are copying from.

❒ Letter mode is the default. You can change this setting using the user tools.
☛ See page 141.

Letter

Select Letter mode when your originals contain only letters (no picture).

Letter/Photo

Select Letter/Photo when your originals contain photographs or pictures with letters.

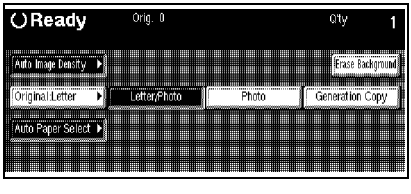
Photo

Delicate tones of photographs and pictures can be reproduced with this mode.

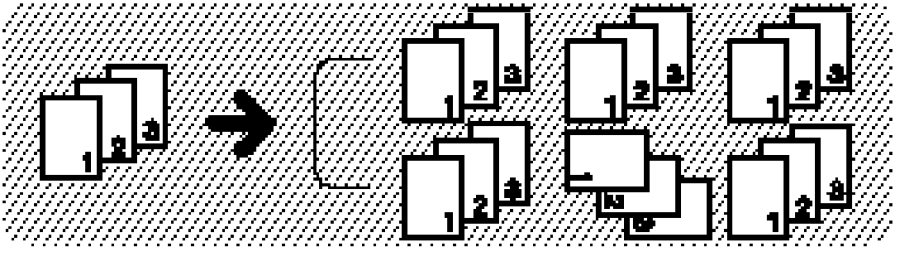
Generation copy

If your originals are copies, so called generation copies, the copy image can be reproduced sharply and clearly.

1 Letter mode is selected by default. Select the desired setting by touching one of four keys.



Sorting Into Sets (123,123,123) (Sort, Rotate Sort)



The copier puts images of more than two originals into memory and copies are collated into sets. In Sort mode, every copy set is delivered on the copy tray. In Rotate Sort mode, every other copy set is rotated by 90° and delivered to the copy tray, so that each set can be easily separated.

Notes for above modes

- ❒ You can make up to 999 copy sets at a time. However, when the number of copies exceeds the capacity of the copy tray, remove copies from the copy tray. Regarding the capacity of the copy tray, ☛ see page 166.
- ❒ After starting copying, the only setting you may change is image density, The change will apply from the next copy. ☛ See page 37.
- ❒ The maximum number of pages that can be stored is as follows:
  A4, 8 1/2" x 11": Approximately 100 pages (images)
- ❒ You can change the settings of these modes with the user tools. ☛ See page 151.
- ❒ Regarding functions that cannot be used together with this function, ☛ see page 105.

Notes for Rotate Sort mode

- ❒ Paper sizes that can be used in Rotate Sort mode are as follows:
  A4, B5, 8 1/2" x 11"
- ❒ Two paper trays that are identical in size and different in direction are required. You can change this setting using the user tools. ☛ See page 151.
- ❒ This mode does not support different size originals.

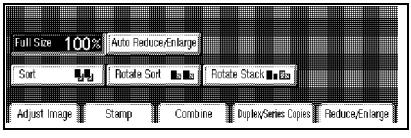
Notes for Sort mode

❒ When you make two-sided copies in Sort mode, the maximum number of cop - ies stacked in the unit for two-sided copies (duplex unit) is as follows:

A3, 11" x 17": 30 sheets
Other sizes: 50 sheets

❒ Different size originals can be used only when you make one-sided copies from one-sided originals.

1 Touch the **[Sort]**, or **[Rotate Sort]** key.



2 Enter the number of copy sets with the **Number** keys.

3 **When setting one original at a time**

❶ Set an original on the exposure glass or in the optional document feeder (☛ see page 30 or 32). Then press the **Start** key. The copier starts memorizing the original image.

❒ Start with the last page to be copied.

❷ When the **Start** key turns green, or the **Auto Feed** indicator on the document feeder is lit, set the next original. If you have set the original on the exposure glass in step ❶, press the **Start** key.

❒ Set the original in the same direction as step ❶.

❒ When the memory reaches 0%, the copier stops memorizing. Press the **Start** key to finish copy jobs which are already into memory. After that, follow the instructions on the display.

❸ Repeat step ❷ until all originals are scanned.

❹ After all originals are put into memory, press the **Enter** key.

❒ If you are making one-sided copies, the first set of copies will have completed.

❺ Press the **Start** key.

3 When setting a stack of originals in the document feeder

❶ Set a stack of the originals in the document feeder (☛ see page 30), then press the **Start** key.

❒ The last page should be on the bottom.

❒ When memory runs out during copying, the machine can be programmed to behave in two ways with the user tools.

♦ Memory Full Auto Scan Restart = **[Yes]**
→ After all images in memory are copied, the machine will re-start scanning automatically.
You should re-order your copies after all copy jobs are finished.

♦ Memory Full Auto Scan Restart = **[No]**
→ The machine will wait for you to press the **Start** key. At this point you should remove your copies from the copy tray. Press the **Start** key and then follow the instructions on the display to continue copying.

If you want to change the setting with the user tools, ☛ see page 151.

❒ If you make one-sided copies, the first set of copies has been completed when all original images are stored in the memory.

Stopping storing images and deleting stored images during copying

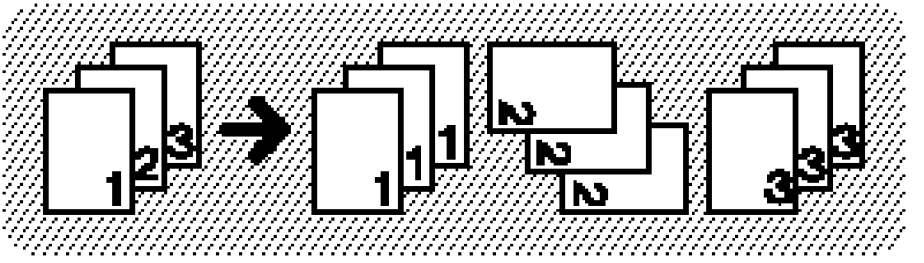
1 Press the **Clear/Stop** key.

- The copying run of the 1st set and scanning will stop.

2 Press the **Clear/Stop** key again. If you want to delete stored images, touch the **[Yes]** key following the instructions on the display.

- You cannot delete the stored images by press the **Clear/Stop** key, if copies have been stacked in the unit for two-sided copies (duplex unit) when making two-sided copies. In this case, after the step 1, press the **Clear Modes/Low Power Mode** key. So that, all settings and stored images will be cleared. Then remove copies in the duplex unit by opening the front cover. For position of the duplex unit, ☛ see page 4.

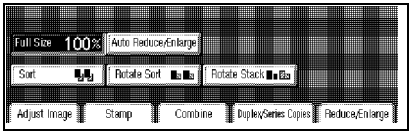
Stacking Together All Copies Of A Page (111,222,333) (Rotate Stack)



Each original is copied together. Every other copies is delivered to the copy tray, turned 90º.

- You can make up to 999 copy sets at a time. However, when the number of copies exceeds the capacity of the copy tray, remove copies from the copy tray. Regarding the capacity of the copy tray, ☛ see page 166.
- These modes do not support different size originals.
- After starting copying, the only setting you may change is image density, The change will apply from the next copy. ☛ See page 37.
- Two paper trays that are identical in size and different in direction are required. You can change this setting with the user tools. ☛ See page 151.
- The paper sizes that can be used in the Rotate Stack mode is as follows:
  A4, B5, 8 1/2" x 11"
- Regarding functions that cannot be used together with this function, ☛ see page 105.

1 Touch the **[Rotate Stack]** key.



2 Enter the number of copies with the **Number** keys.

3 **When setting one original at a time**

❶ Set an original on the exposure glass or in the optional document feeder (☛ see page 30 or 32). Then press the **Start** key.

❒ Start with the last page to be copied.

❷ When the **Start** key turns green or the **Auto Feed** indicator on the document feeder is lit, set the next original. If you have set the original on the exposure glass in step ❶, press the **Start** key.

❒ Set the original in the same direction as step ❶.

❸ Repeat step ❷ until your copying is finished.

3 **When setting a stack of originals in the document feeder**

❶ Set a stack of the originals in the document feeder (☛ see page 30), then press the **Start** key.

❒ Last page should be on the bottom.

Copying From The Bypass Tray

Use the bypass tray to copy onto OHP transparencies, adhesive labels, translucent paper, post cards, and copy paper that cannot be set in the paper tray.

- ❒ Approximately 40 sheets of copy paper (64 g/m 2, 17 lb) can be inserted at a time.
- ❒ Before making copies onto OHP transparencies, adhesive labels, translucent paper, and post cards, read the notes for them. ☛ See page 162.
- ❒ When you make copies using the bypass tray, it is recommended to set paper in the bypass tray lengthwise (;).
- ❒ When using the bypass tray, the large capacity tray cannot be used.
- ❒ The following sizes can be used as standard size copy paper. If you use other paper sizes, you should input vertical and horizontal dimensions.

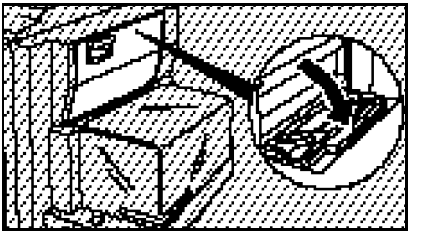
Metric version	Inch version
A3 ; , B4 ; , A4 : ; , B5 : ; , A5 : ; , B6 : ; , A6 : ; , 11" x 17" ;	11" x 17" ; , 8 1/2" x 11" : ; , 5 1/2" x 8 1/2" : ; , 8" x 13" ; ,

- ❒ Regarding the functions that cannot be used together with this function, ☛ see page 105.

1 Set your original on the exposure glass or in the optional document feeder. ☛ See pages 30 ~ 33.

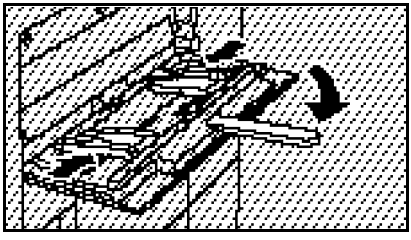
2 Open the bypass tray. The **[Bypass Tray]** key appears on the display.

- ❒ If the **[Bypass Tray]** key is not dark, touch it.



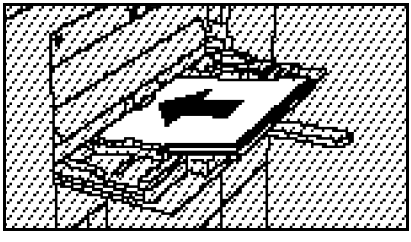
3 When copying onto standard size copy paper

❶ Slide the paper guides to the paper width and, if necessary, swing out the extender to support large size copy paper.



❷ Insert the copy paper into the bypass tray until the beeper sounds.

❐ The beeper can be canceled with the user tools. ☛ See page 137.



❸ Press the **Start** key.

3 When copying onto non-standard size paper

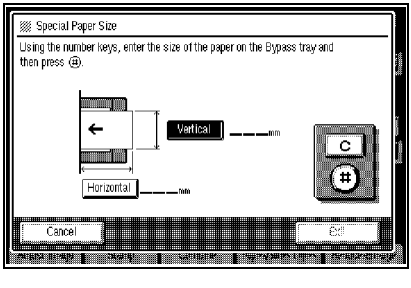
Acceptable non-standard paper sizes:

Metric version:
- Vertical: 100 ~ 297 mm (in 1 mm steps)
- Horizontal: 148 ~ 432 mm (in 1 mm steps)

Inch version:
- Vertical: 4.0" ~ 11.7" (in 0.1" steps)
- Horizontal: 6.0" ~ 17.0" (in 0.1" steps)

❶ Press the **Enter** key.

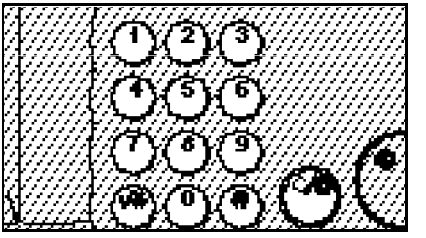
❷ The display changes as shown.



❸ Enter the vertical size of the paper using the **Number** keys.

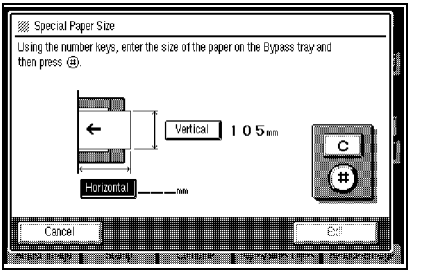
❐ To change the number entered, touch the **[C]** key or press the **Clear/Stop** key.

❹ Touch the **[#]** key in the display or press the **Enter** key.



❺ Enter the horizontal size of the paper using the **Number** keys. Then, touch the **[#]** key in the display or press the **Enter** key.

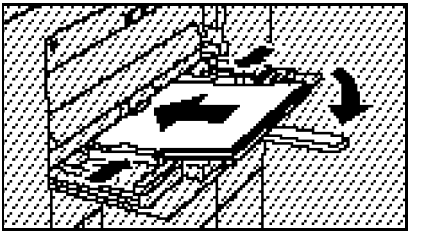
❻ Touch the **[Exit]** key to close this menu.



❼ The **[Bypass Tray]** key changes to **[Special Paper Size]** key.

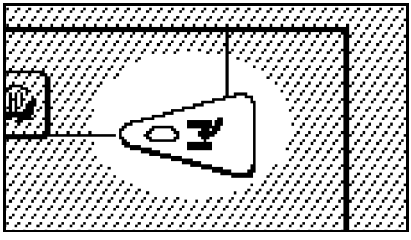
❽ Adjust the guides to copy paper size and insert the copy paper until the beeper sounds.

❐ The beeper can be canceled with user tools. ☛ See page 137.



❾ Press the **Start** key.

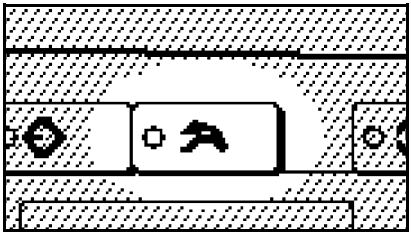
Temporarily Stopping One Job To Copy Something Else (Interrupt)



You can make urgently needed copies during a multicopy run by pressing the **Interrupt** key. The interrupted copy job settings are stored in the machine's memory. After interrupt copying is completed, press this key again to recall the previous copy job settings.

- In Interrupt mode, t is displayed on the display.
- If you use this function with the optional document feeder, you might have to reset originals not to be copied after interrupt copying is finished. Follow the instructions on the display.
- Regarding the functions that cannot be used together with this function, ☛ see page 105.

Recalling Job Settings (Job Recall)



The previous copy job settings before auto reset or Low Power mode can be recalled by pressing the **Job Recall** key. When the previous copy job setting is saved, the **Job Recall** indicator is lit.

Storing Your Copy Setting In Memory (Program)

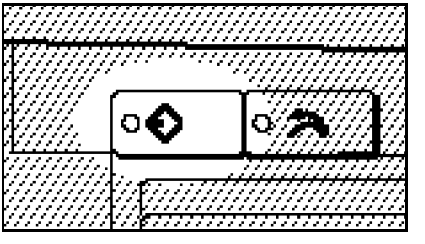
Your ten frequent copying jobs can be stored in the machine's memory.

❒ The stored program cannot be deleted. If you want to change the stored pro - gram, overwrite the stored program.

Storing your settings

1 Set the copy settings you want to put into memory.

2 Press the **Program** key.

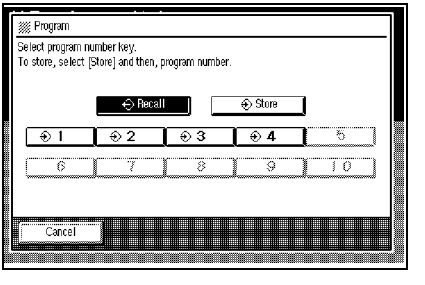


❒ If you want to cancel storing, touch the **[Cancel]** key.

3 Touch the **[Store]** key.

4 Touch one of the **[1]** ~ **[10]** keys that you want to store your settings in.

❒ A key with m has already settings in it. If you want to overwrite settings, touch the key with m and follow the instructions on the display.



Recalling a program

1 Press the **Program** key.

2 Make sure that the **[Recall]** key is dark. If not, touch it.

3 Touch one of the **[1]** ~ **[10]** keys that has m on it.

REDUCING AND ENLARGING (Reduce/Enlarge)

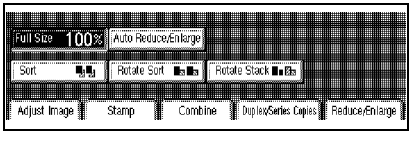
❒ Regarding functions that cannot be used together with this function, ☛ see page 105.

Reducing And Enlarging Using Preset Ratios (Preset R/E)

You can select one of 12 preset ratios (5 enlargement ratios, 7 reduction ratios).

❒ You can add 2 fixed preset ratios using the user tools. ☛ See page 142.

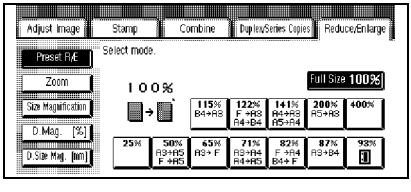
1 Touch the **[Reduce/Enlarge]** key.



2 Confirm that the **[Preset R/E]** key is dark. If not, touch the **[Preset R/E]** key.

3 Touch the desired reproduction ratio.

❒ Refer to the copy and paper sizes on keys to select the appropriate ratio to match your originals and copy paper.



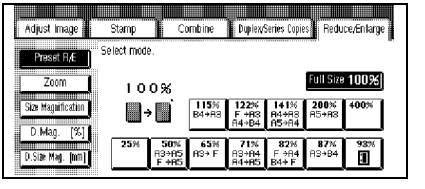
Reducing And Enlarging In 1% Steps

Using the [+] and [-] keys or Number keys (Zoom)

The reproduction ratio can be changed from 25% to 400% in 1% steps. There are two ways to change ratios.

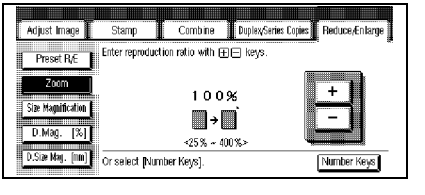
1 Touch the **[Reduce/Enlarge]** key.

2 Touch the **[Zoom]** key.



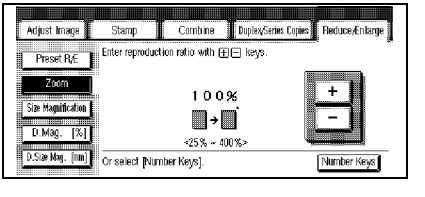
3 **When using the [+] and [-] keys**

❶ Enter the desired reproduction ratios touching the **[+]** and **[-]** keys on the display.



3 **When using number keys**

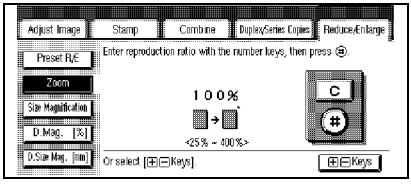
❶ Touch the **[Number Keys]** key.



❷ Enter the desired ratio using the **Number** keys.

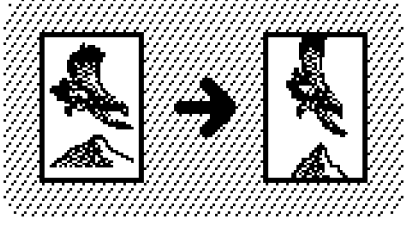
❒ To change the number entered, touch the **[C]** key or press the **Clear/Stop** key, then enter the new number.

❸ Touch **[#]** key on the display or press the **Enter** key.



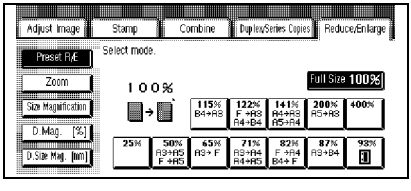
Stretching and squeezing the image (Directional Magnification)

Copies can be reduced or enlarged at different reproduction ratios horizontally and vertically. There are two ways to change ratios.



1 Touch the **[Reduce/Enlarge]** key.

2 Touch the **[D. Mag. (%)]** key.



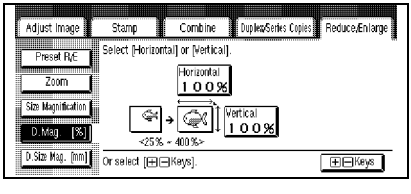
3 **When using number keys**

❶ Touch the **[Horizontal]** or **[Vertical]** key that you want to change the ratio.

❷ Enter the desired ratio using the **Number** keys.

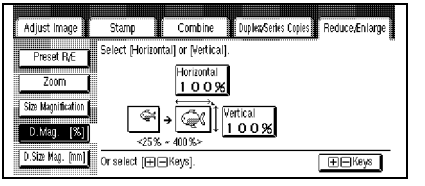
❒ To change the entered ratios, touch the **[C]** key or press the **Clear/Stop** key. Then, enter the new ratios.

❸ Touch the **[#]** key or press the **Enter** key.

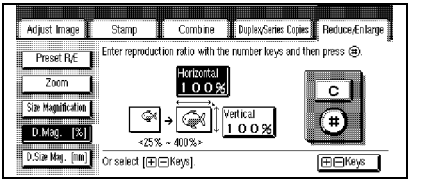


3 When using [+] and [-] keys

❶ Touch the **[+- Keys]** key.



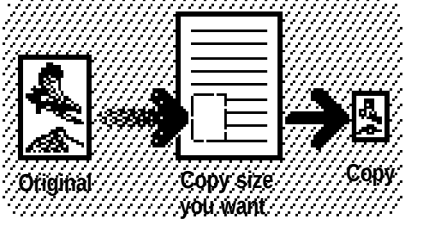
❷ Touch the **[Horizontal]** or **[Vertical]** key that you want to change the ratio. Select the desired ratios using **[+]** and **[-]** keys.



Fitting The Original To A Copy Of A Different Size

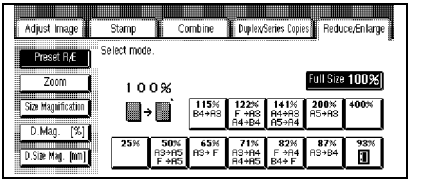
Fitting the image in the copy area as it is (Size Magnification)

The suitable reproduction ratio will be automatically selected when you enter the lengths of the original and copy image you want.

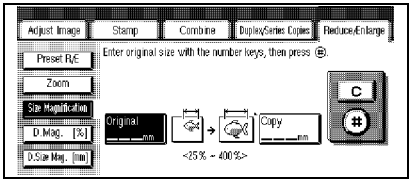


1 Touch the **[Reduce/Enlarge]** key.

2 Touch the **[Size Magnification]** key.



3 Enter the original size with the **Number** keys.



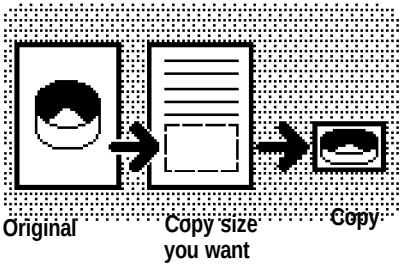
❒ To change the entered size, touch the **[C]** key or press the **Clear/Stop** key. Then, enter the new size.

4 Touch the **[#]** key or press the **Enter** key.

5 Enter the copy size by the **Number** keys. Touch the **[#]** key or press the **Enter** key.

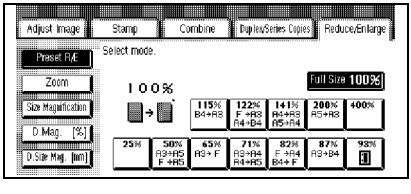
Stretching and squeezing the image into the copy area (Directional Size Magnification)

Copies can be reduced or enlarged to match independent horizontal and vertical size settings.



1 Touch the **[Reduce/Enlarge]** key.

2 Touch the **[D. Size Mag. (mm)]** key.

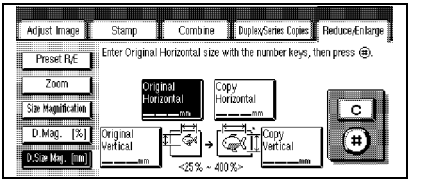


3 Enter the original horizontal size by the **Number** keys.

❒ To change the entered size, touch the **[C]** key or press the **Clear/Stop** key. Then, enter the new size.

4 Touch the **[#]** key or press the **Enter** key.

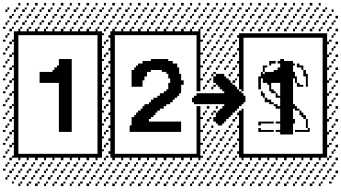
5 Repeat steps 3 and 4 to enter the other sizes, following the display instructions.



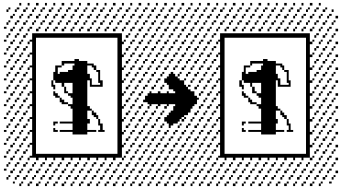
WORKING WITH BOTH SIDES OF ORIGINALS AND COPIES (Duplex/Series Copies)

Making Two-sided Copies (Duplex)

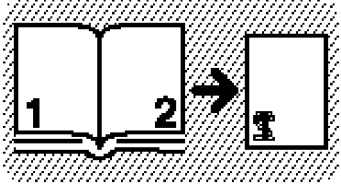
From one-sided originals (1 Sided → 2 Sided)



From two-sided originals (2 Sided → 2 Sided)

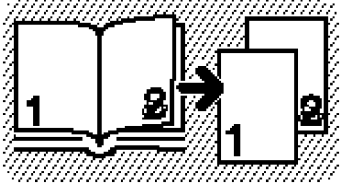


From book originals (Single)



This mode makes two-sided copies from two facing pages of a bound (book) original.

From book originals (Multi)



This mode makes the copies face each other exactly as the bound (book) originals do.

- When you make two-sided copies from one-sided originals, a right margin of 5 mm (0.2") is automatically set on the back side. You can change this setting with the user tools. ☛ See pages 142 and 143.
- You can change a setting of this mode with the user tools. ☛ See page 150.
- Single and Multi modes do not support different size originals.
- Regarding functions that cannot be used together with this function, ☛ see page 105.

- The following paper limitations apply:

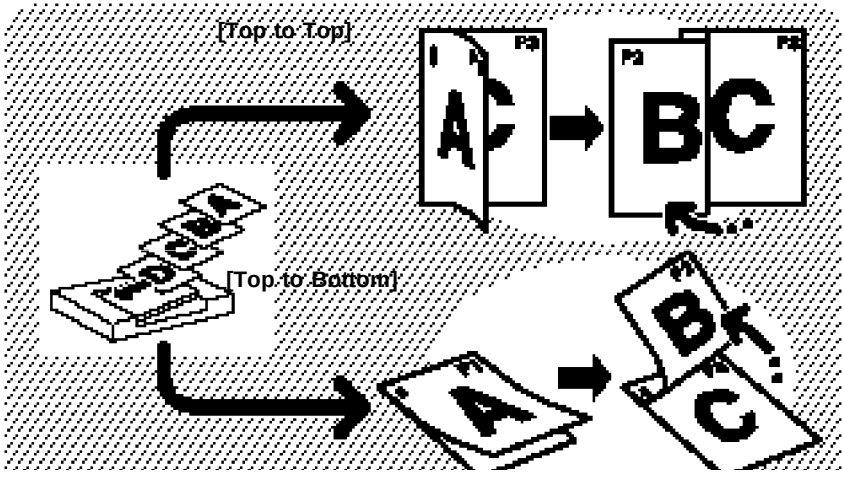
Metric version:	Maximum size:	A3 ;
	Minimum size:	A5 :
	Weight:	64 ~ 105 g/m^2
Inch version:	Maximum size:	11" x 17" ;
	Minimum size:	5 1/2" x 8 1/2" :
	Weight:	17 ~ 24 lb

- Maximum number of copies (not in Sort, Rotate Sort, or Staple mode):

Metric version:	50 sheets
	30 sheets (A3, 81 ~ 105 g/m^2)
Inch version:	50 sheets
	30 sheets (11" x 17", 22 ~ 24 lb)

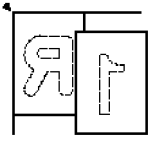
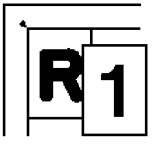
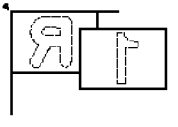
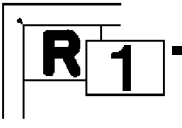
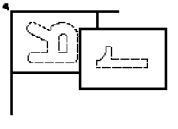
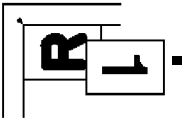
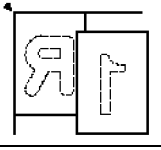
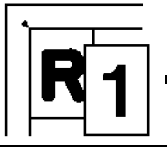
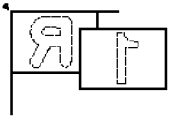
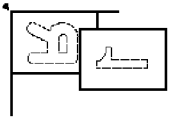
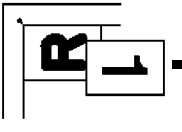
❒ If you select Stapling (**[Top]**) and Page Numbering (**[P1, P2...]** or **[1/5, 2/5...]**) together when making two-sided copies, it is recommended to set Duplex and Page Numbering modes as described below to avoid page numbers and staple position overlap on the reverse side of copies.

1 At first, set the Duplex mode as you want.
2 Touch the **[Stamp]** key.
3 Touch the **[Page Numbering]** key and select **[P1,P2...]** or **[1/5,2/5...]**.
☛ See pages 82 ~ 85.
4 If you select **[Top to Top]** in step 1, it is recommended that the **[Shift Position]** key is selected (dark). If you select **[Top to Bottom]** in step 1, it is recommended that the **[Shift Position]** key is not selected.



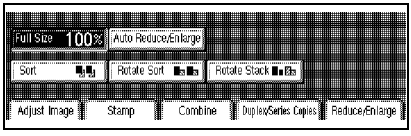
Originals and copies directions when making two-sided copies from one-sided originals

When making two-sided copies from one-sided originals, you can select the orientation (**[Top to Top]**, **[Top to Bottom]**). Referring to the illustration below, select one of them.

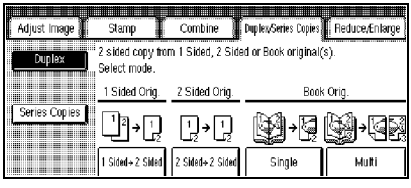
Stapling position	Original setting			Copies
		on the exposure glass	in the document feeder	
[Top to Top]	: direction			
	; direction			
	; direction*			
[Top to Bottom]	: direction			
	; direction*			
	; direction*			

❒ * recommended when your original is larger than B4, 8 1/2" x 14" or larger.

1 Touch the **[Duplex/Series Copies]** key.

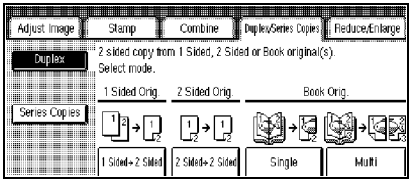


2 Confirm that the **[Duplex]** key is dark. If not, touch the **[Duplex]** key.



3 When you want to make two-sided copies from one-sided originals

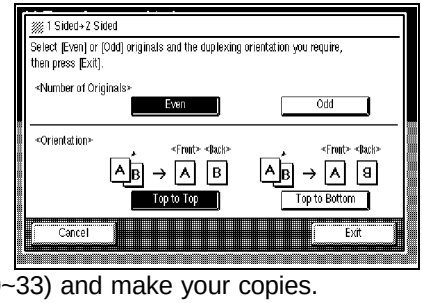
❶ Touch the **[1 Sided → 2 Sided]** key.



❷ Select **[Even]** or **[Odd]** for the number of originals.

❸ Select **[Top to Top]** or **[Top to Bottom]** for the orientation referring to the table on page 64.

❹ Touch the **[Exit]** key.

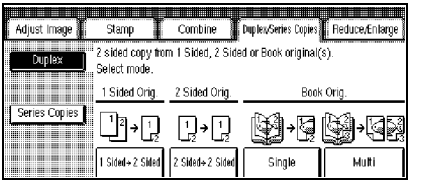


❺ Set your originals (☛ see pages 30~33) and make your copies.

- ❒ If you set originals in the optional document feeder, the last page should be on the bottom.
- ❒ If you set one original in the optional document feeder at a time, start with the last page to be copied. Follow the procedures on pages 32 ~ 33.
- ❒ If you place originals on the exposure glass, start with the last page to be copied. After setting your original, press the **Enter** or **Start** key following the instructions on the display.

3 When you make two-sided copies from two-sided originals

❶ Touch the **[2 Sided → 2 Sided]** key.

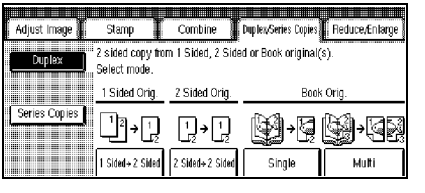


❷ Set your originals (☛ see pages 30 ~ 33) and make your copies.

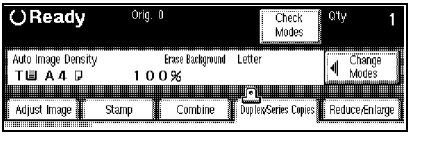
- ❒ If you set originals in the optional document feeder, the last page should be on the bottom.
- ❒ If you set one original in the optional document feeder at a time, start with the last page to be copied. Follow the procedures on pages 32 ~ 33.
- ❒ If you place originals on the exposure glass, start with the last page to be copied. After setting your original, press the **Enter** or **Start** key following the instructions on the display.

3 When you make two-sided copies from book originals (Single, Multi)

❶ Touch the **[Single]** or **[Multi]** key.



❷ Touch the **[Change Modes]** key and select the copy paper size, because Auto Paper Select is canceled.

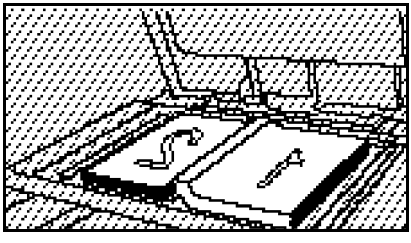


❸ Confirm that the reproduction ratio is appropriate. If not, select the proper ratio by touching the **[Reduce/Enlarge]** key referring to the following table.

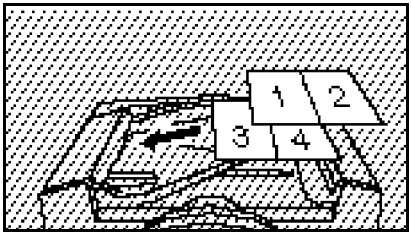
Book original size	Copy paper	Ratio
A3 ;	A4 :	100%
A4 ;	A4 :	141%
11" x 17" ;	8 1/2" x 11" :	100%
8 1/2" x 11" ;	8 1/2" x 11" :	129%

❹ Set your originals. Start with the last page of your book original and work your way to the beginning.

Place the original *face down* on the exposure glass and align the last page with the left scale.



Or, set the facing original in the optional document feeder as shown in the illustration.



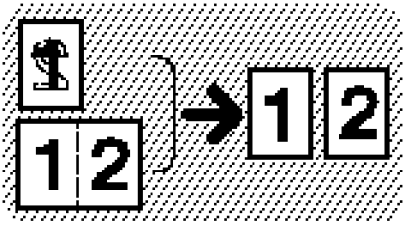
- If you set originals in the optional document feeder, the last page should be on the bottom.
- If you place your original on the exposure glass, or set one original at a time in the document feeder, start with the last page to be copied.

❺ Make your copies by pressing the **Start** key.

- If you select the **[Multi]** in step ❶ and set your original on the exposure glass, repeat steps ❹ and ❺ until all originals are finished. To finish your job, press the **Enter** key following the instructions on the display.
- If you select the **[Multi]** in step ❶ and set one original at a time in the document feeder in step ❹, press the **Enter** key to finish your job following the instructions on the display.

Making One-sided Copies (Series Copies)

You can make one-sided copies from two facing pages of bound (book) originals and from two-sided originals.

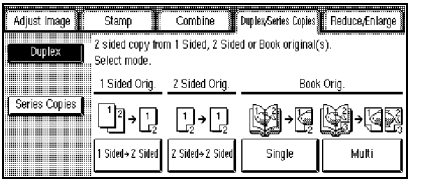


Note: The optional document feeder is required when you select one-sided copies from two-sided originals.

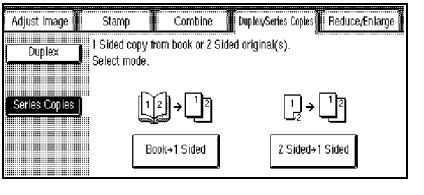
- When making one-sided copies from book originals, the maximum paper size (: only) that can be used is as follows:
  Metric version: A4 :
  Inch version: 8 1/2" x 11" :
- Book → 1 Sided mode does not support different size originals.
- Regarding functions that cannot be used together with this function, ☛ see page 105.

1 Touch the **[Duplex/Series Copies]** key.

2 Touch the **[Series Copies]** key.



3 Select the desired mode by touching a key.



4 If you select the **[Book → 1 Sided]** key in step 3, touch the **[Change Modes]** key and select the copy paper size because Auto Paper Select is canceled. Confirm that the reproduction ratio is appropriate. If not, select the proper ratio by touching the **[Reduce/Enlarge]** key. ☛ See the table on page 67.

5 Set your originals (☛ see pages 30 ~ 33) and make your copies.

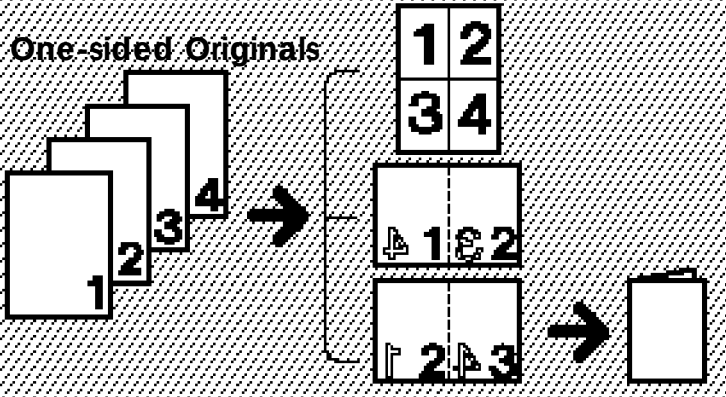
- ❒ If you set originals in the optional document feeder, the last page should be on the bottom. ☛ See the second illustration on page 67.
- ❒ When you set a book original on the exposure glass, start with the last page to be copied aligning it with the left scale. ☛ See the top illustration on page 67.

6 Press the **Start** key.

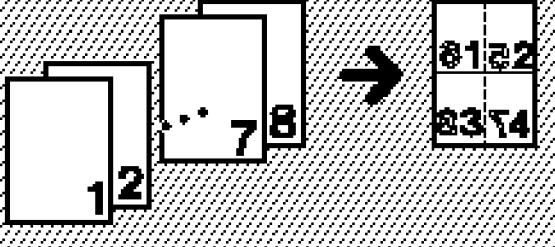
COMBINING ORIGINALS INTO ONE COPY (Combine)

From 2 One-sided Originals To 1 One-sided Copy

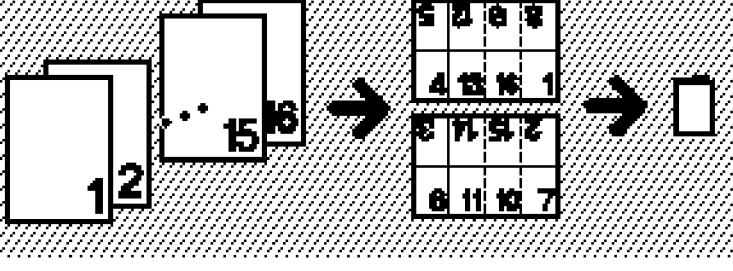
From 4 One-sided Originals



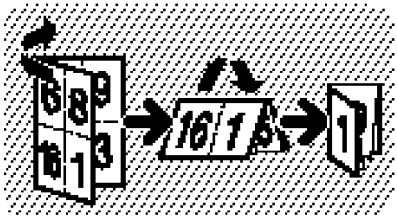
From 8 One-sided Originals To 1 Two-sided Copy



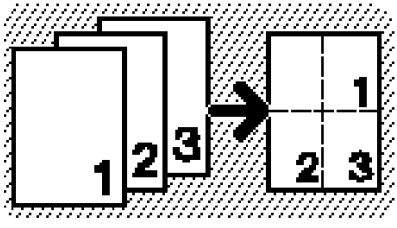
From 16 One-sided Originals To Booklet



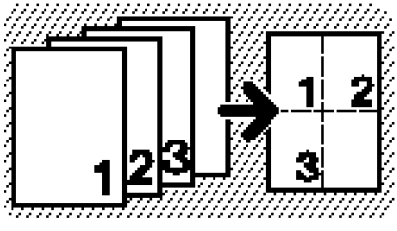
- If you want to make a booklet from 16 originals, fold copies as shown in the illustration.
- If you want to make a booklet that reads from right to left, change the default setting with the user tools. ☛ See page 144.



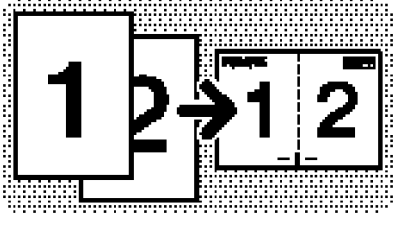
- Even if the number of originals in the optional document feeder is less than the number required in the selected mode, copies can be made as shown in the illustration. You can change this setting with the user tools. ☛ See page 150.



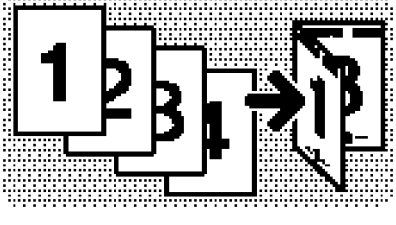
- If you add a blank sheet to the bottom of the stack of your originals, the copies can be made as shown in the illustration.



- Auto Stamping, Date Stamping and Page Numbering will be copied *one per copy paper* as shown in the illustration. This doesn't apply to Booklet mode.

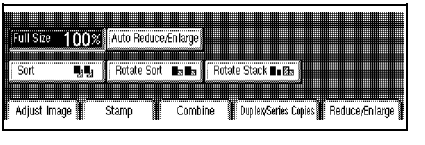


- Auto Stamping, Date Stamping and Page Numbering will be copied *one per original* when you make a booklet from 4 or 16 originals as shown in the illustration.



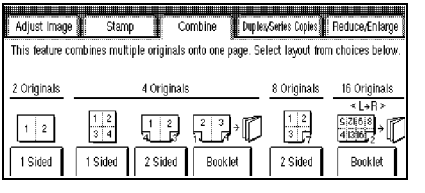
- When you make a booklet from 4 or 16 originals, the maximum paper size that can be used is as follows:
  Metric version: A4
  Inch version: 8 1/2" x 11"
- In this mode, the copier selects the reproduction ratio automatically. This repro - duction ratio depends on the original and copy paper sizes as follows:
  Metric version: original: A4, copy paper: A4
  Inch version: original: 8 1/2" x 11", copy paper: 8 1/2" x 11"
- Even if the direction of originals is different from that of copy paper, the copier will automatically rotate the image by 90 º to make copies properly.
- The original size is decided when the first original is stored in the memory. So, you cannot use originals containing different sizes and directions together.
- Separation line between originals can be printed using the user tools. ☛ See page 144.
- Regarding functions that cannot be used together with this function, ☛ see page 105.

1 Touch the **[Combine]** key.

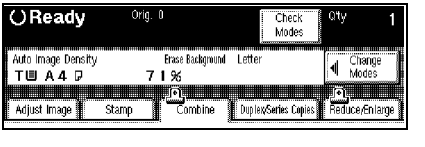


2 Select one of the desired combine modes.

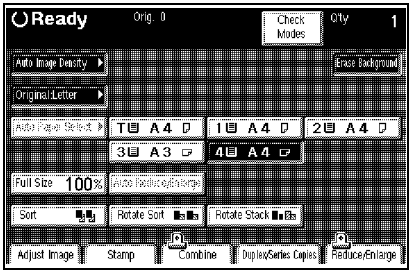
- The suitable reproduction ratio is selected automatically.



3 Touch the **[Change Modes]** key.



4 Select the same size copy paper as the original.



5 When setting one original at a time

❶ Set the original on the exposure glass or in the document feeder (☛ see page 30 or 32). Then press the **Start** key.

❒ Start with the last page to be copied.

❷ When the **Start** key turns green or the **Auto Feed** indicator on the document feeder is lit, set the next original. If you have set the original on the exposure glass in step ❶, press the **Start** key.

❸ Repeat step ❷ until all originals are scanned.

❒ If the number of scanned originals is the required number in the selected mode, copying will start automatically.

❹ To finish your copying job, press the **Enter** and **Start** keys following the instructions on the display.

5 When setting a stack of originals in the document feeder

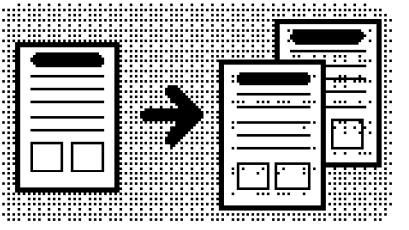
❶ Set a stack of originals (☛ see page 30) in the document feeder and press the **Start** key.

❒ The last page should be on the bottom.

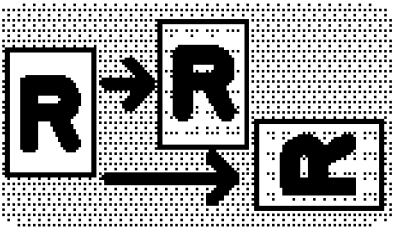
PRINTING ID NUMBERS, PAGE NUMBERS, AND MESSAGES (Stamp)

Printing Numbers On The Background Of Your Copies (Background Numbering)

You can number your copies by printing a number on the background of the copy. This function can help you to keep track of confidential documents.

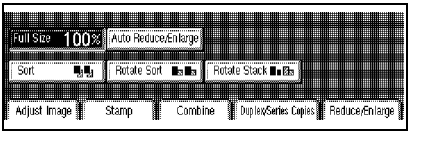


- Background Numbering cannot be rotated. For example, if you select Rotate Sort with the Background Numbering, the copies will be as shown in the illustration.

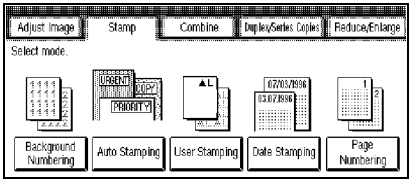


- You can change some settings (size, density) of the numbers with the user tools. ☛ See page 150.
- Regarding functions that cannot be used together with this function, ☛ see page 105.

1 Touch the **[Stamp]** key.

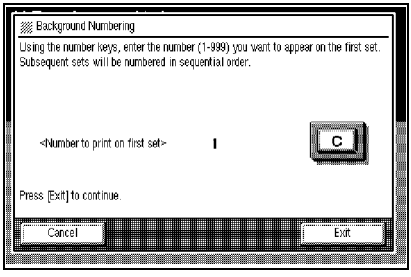


2 Touch the **[Background Numbering]** key.



3 Enter the number you want to print on the first set using the **Number** keys.

❒ To change the entered number, touch the **[C]** key or press the **Clear/Stop** key. Then, enter the new number.



4 Touch the **[Exit]** key.

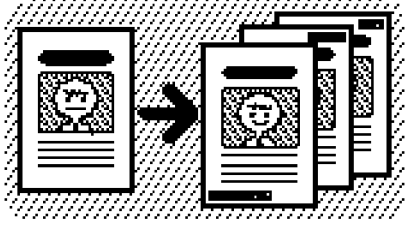
5 Set your originals (☛ see pages 30 ~ 33) and press the **Start** key.

Printing Preset Messages On Your Copies (Auto Stamping) - English Only

NOTE: If your machine is the metric version, this function cannot be used as a default setting. If you want to use this function, contact your sales or service representative.

One of the following seven messages can be stamped on copies.

URGENT, COPY, PRIORITY
PRELIMINARY, CONFIDENTIAL,
For Your Information,
For Internal Use Only
*A frame is printed around the message.



❒ You can change some settings of Auto Stamping (stamping position, size, density) using the user tools. ☛ See pages 146 ~ 147.

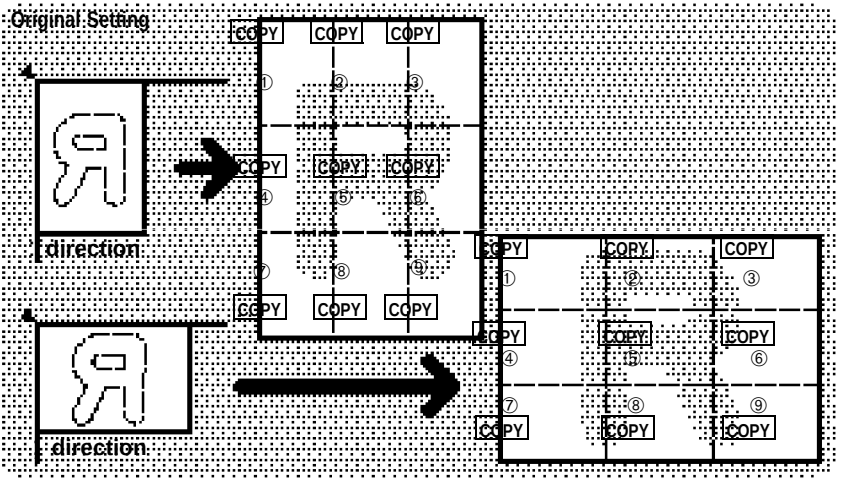
❒ One message can be stamped at a time.

❒ Regarding functions that cannot be used together with this function, ☛ see page 105.

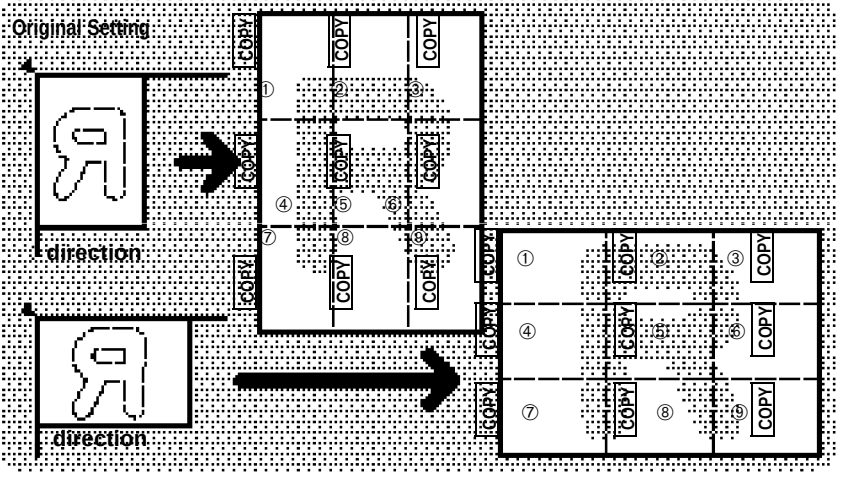
Original setting, stamping position and direction

Key on Display	↖	↑	↗	←	✳	→	↙	↓	↘
Stamping Position	①	②	③	④	⑤	⑥	⑦	⑧	⑨

Direction: Horizontal

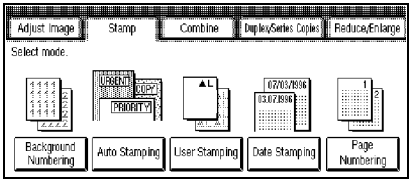


Direction: Vertical

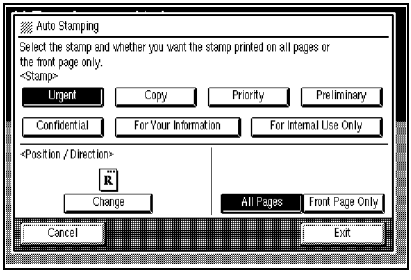


1 Touch the **[Stamp]** key.

2 Touch the **[Auto Stamping]** key.

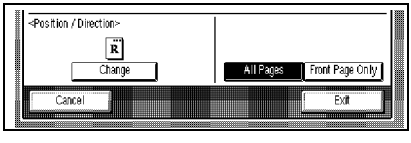


3 Select the desired message by touching a key.

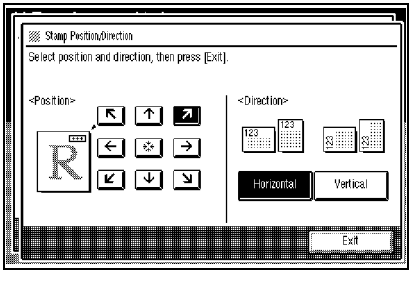


4 If changing the stamping position and direction

❶ Touch the **[Change]** key.

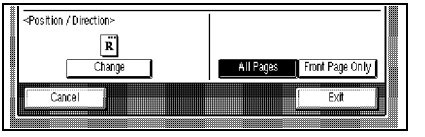


❷ Select the desired position and direction by touching keys. For position and direction, refer to the previous page. Touch the **[Exit]** key.



4 If stamping on the front page only

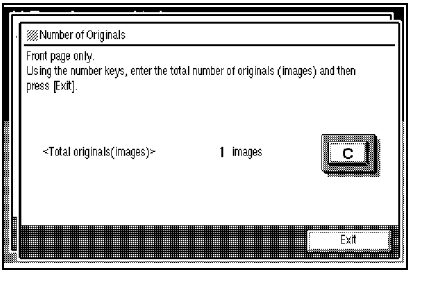
❶ Touch the **[Front Page Only]** key.



❷ Enter the total number of pages of your originals using the **Number** keys.

❒ Example:
If you have 2 two-sided originals, the number of pages is 4.

❒ When you want to change the entered number, touch the **[C]** key or press the **Clear/Stop** key. Then, enter the new number.



❸ Touch the **[Exit]** key.

5 Touch the **[Exit]** key. Set your originals (☛ see pages 30 ~ 33) and press the **Start** key.

❒ Start with the last page to be copied.

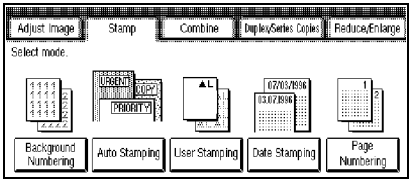
Printing Your Own Messages On Your Copies (User Stamping)

Up to four messages which you use frequently can be stored in the machine's memory. You can make copies with your message stamped.

- ❒ Before using this function, you have to store your messages using the user tools. ☛ See page 152.
- ❒ You can change some settings of User Stamping using the user tools. ☛ See page 148.
- ❒ Regarding original setting, stamping position and stamping direction, ☛ see page 76.
- ❒ One message can be stamped at one time.
- ❒ Regarding functions that cannot be used together with this function, ☛ see page 105.

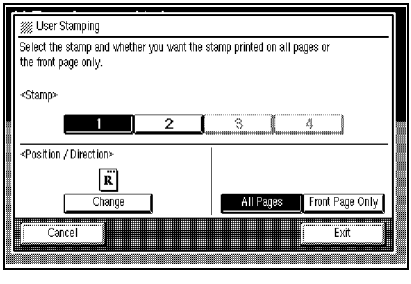
1 Touch the **[Stamp]** key.

2 Touch the **[User Stamping]** key.



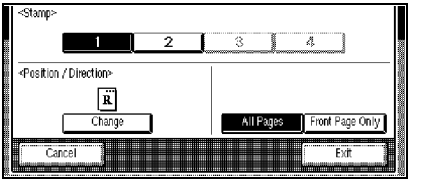
3 Select the desired number where your message is stored by touching a key.

- ❒ Keys with no stored message cannot be selected. In the illustration, user stamps 1 and 2 have been stored.



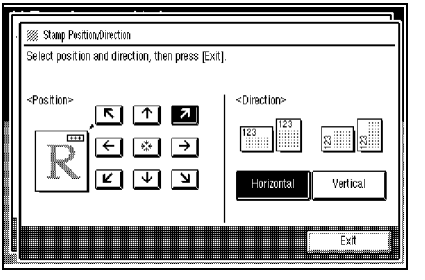
4 If changing the stamping position and direction

❶ Touch the **[Change]** key.



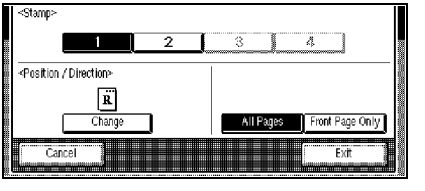
❷ Select the desired position and direction by touching keys. For position and direction, ☛ see page 76.

❸ Touch the **[Exit]** key.



4 If stamping on the front page only

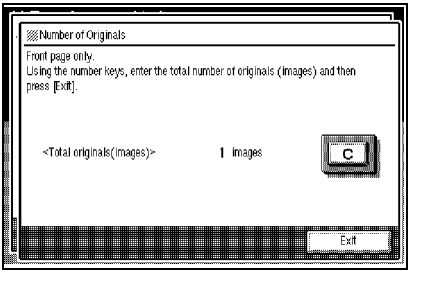
❶ Touch the **[Front Page Only]** key.



❷ Enter the number of your originals using the **Number** keys.

❐ When you want to change the number entered, touch the **[C]** key or press the **Clear/Stop** key. Then, enter the new number.

❸ Touch the **[Exit]** key.

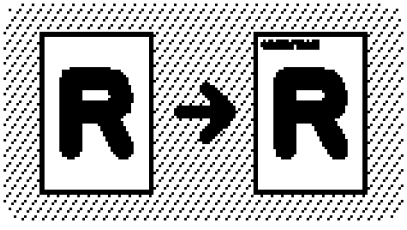


5 Touch the **[Exit]** key.

6 Set your originals (☛ see pages 30 ~33) and press the **Start** key.

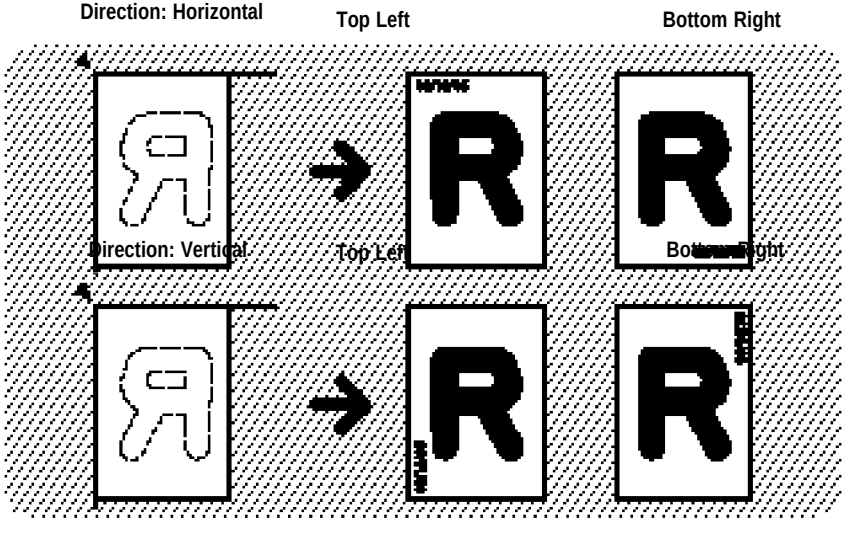
Printing Dates And Page Numbers (Date Stamping, Page Numbering)

Date Stamping



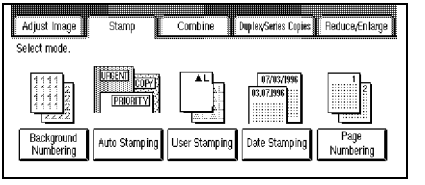
- You can change the settings of Date Stamping with the user tools. ☛ See page 148 ~ 149.
- If you select Date Stamping and Page Numbering together, the last stamping direction selected takes priority.
- Regarding copies in Date Stamping and Combine mode, ☛ see page 71.
- The size and fonts of Date Stamping cannot be changed.
- Regarding functions that cannot be used together with this function, ☛ see page 105.

Original setting, stamping position and direction

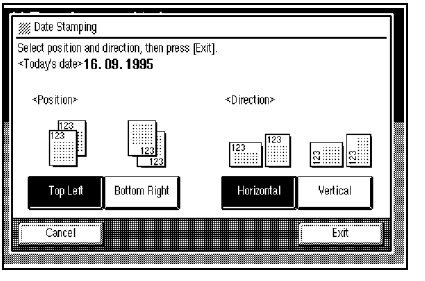


1 Touch the **[Stamp]** key.

2 Touch the **[Date Stamping]** key.



3 Select the desired direction and position of Date Stamping using the keys on the display. Regarding position and direction, ☛ see previous page.

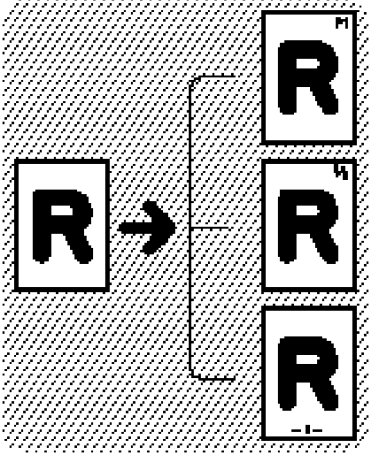


4 Touch the **[Exit]** key.

5 Set your originals (☛ see pages 30 ~ 33) and press the **Start** key.

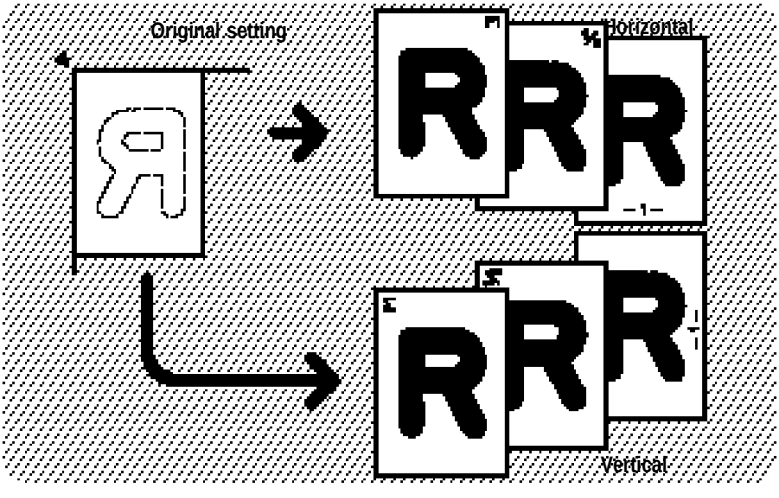
Page Numbering

You can print page numbers on your copy. There are three types of page numbering (P1, P2..., 1/5, 2/5..., or -1-, -2-...)



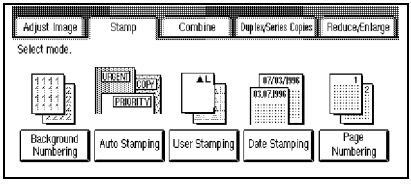
- ❒ You can change the settings of page numbering with the user tools. ☛ See pages 144 ~ 145.
- ❒ If you select Date Stamping and Page Numbering together, the last stamping direction selected takes priority.
- ❒ Regarding copies in Page Numbering and Combine mode, ☛ see page 71.
- ❒ If you select Stapling (**[Top]**) and Page Numbering (**[P1, P2...]** or **[1/5, 2/5...]**) together when making two-sided copies, page numbers and staple position might overlap. To avoid this, do the procedure described on page 63.
- ❒ The size and font of Page Numbering cannot be changed.
- ❒ Regarding functions that cannot be used together with this function, ☛ see page 105.

Original setting, stamping position and direction



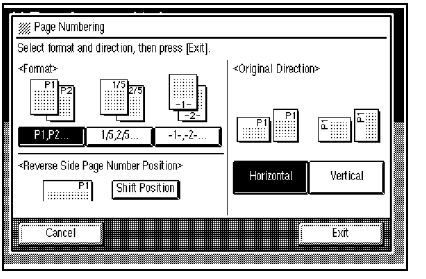
1 Touch the **[Stamp]** key.

2 Touch the **[Page Numbering]** key.



3 Select the desired format and orientation by touching the keys on display. Then, touch the **[Exit]** key.

❒ Regarding the **[Shift Position]** key, ☛ see page 62.

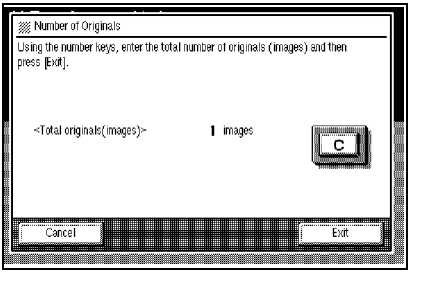


4 If you selected [*P1, P2...*] or [*-1-,-2-...*] in step 3

❶ Enter the total page number of originals using the **Number** keys.

❒ To change the number entered, touch the **[C]** key or press the **Clear/Stop** key, and then enter a new number.

❷ Touch the **[Exit]** key.



☛ **Go to step** 5

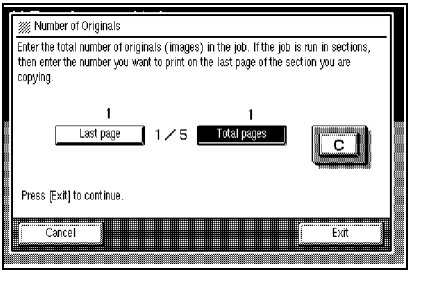
4 If you selected [*1/5,2/5...*] in step 3

❶ Confirm that the **[Total pages]** key is dark. If not, touch it. Enter the total number of originals using the **Number** keys.

❒ To change the number entered, touch the **[C]** key or press the **Clear/Stop** key, and then enter a new number.

❷ Touch the **[Exit]** key.

❒ Regarding **[Last page]** key, ☛ see page 85.


Number of Originals
Enter the total number of originals (images) in the job. If the job is run in sections, then enter the number you want to print on the last page of the section you are copying.
1
1
Last page
1 / 5
Total pages
C
Press [Exit] to continue.
Cancel
Exit

☛ **Go to step** 5

[Last page] key

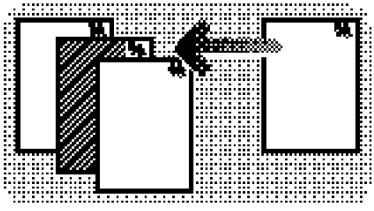
In most cases, it is not necessary to input the data for this key. Use this key for the following conditions:

❒ Example 1: If you want to make an insertion into a completed copy set (in this case 2/3)

❶ Enter "3" for the **[Total pages]** key.

❷ Enter "2" for the **[Last page]** key.

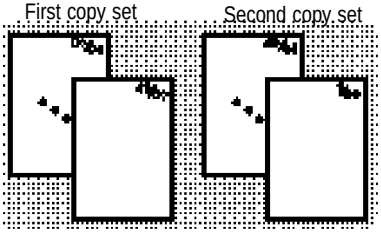
❸ Using the original for 2/3 page, make your copy.



❒ Example 2: If you have 80 originals, and want to make copies using 40 origi - nals at a time.

❶ Set 80 ~ 41 pages of originals. Enter "80" for the **[Total pages]** key, and make your copies.

❷ Set 40 ~ 1 pages of originals. Enter "80" for the **[Total pages]** key. Enter "40" for the **[Last page]** key, and make your copies.



5 When setting one original at a time

❶ Set an original on the exposure glass or in the optional document feeder (☛ see pages 30 or 32). Then, press the **Start** key.

❒ Start with the last page to be copied.

❷ When the **Start** key turns green or the **Auto Feed** indicator of the document feeder is lit, set the next original. If you have set the original on the exposure glass in step ❶, press the **Start** key.

❸ Repeat step ❷ until your copying is finished.

5 When setting a stack of originals in the document feeder

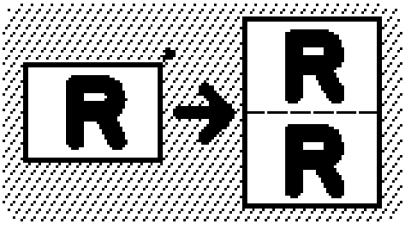
❶ Set a stack of originals in the document feeder (☛ see page 30), then press the **Start** key.

❒ Last page should be on the bottom.

EDITING THE COPY IMAGE (Adjust Image)

Copying The Image Twice On One Page (Double Copies)

The one original image is copied twice on one copy as shown in the illustration. The separation line is copied in broken line.



- You can change the type of separation line or delete it with the user tools. ☛ See page 143.
- Please refer to the following table when you select original and copy paper sizes with 100% ratio:

Metric version:

Original	**Copy paper**
A5 ;	A4 :
B6 ;	B5 :

Inch version:

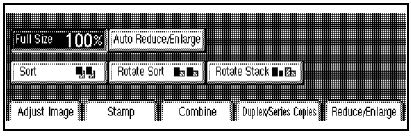
Original	**Copy paper**
5 1/2" x 8 1/2" ;	8 1/2" x 11" :

- It is impossible to turn lengthwise (;) original images 90° on lengthwise (;) copy paper. In this case, select : copy paper referring to the above table.
- A5 ;, B6 ; and 5 1/2" x 8 1/2" ; originals cannot be detected properly on the exposure glass. Make sure to select the copy paper manually or set the originals in the optional document feeder. This setting can be changed by your service representative. ☛ See page 153.

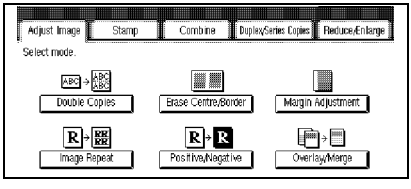
❒ Regarding functions that cannot be used together with this function, ☛ see page 105.

1 Confirm that the **[Auto Paper Select]** and **[Full Size]** keys are dark.

2 Touch the **[Adjust Image]** key.



3 Touch the **[Double Copies]** key.



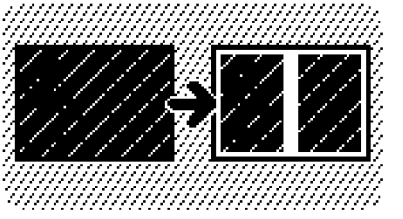
4 Set your originals in the optional document feeder (☛ see page 30).

❒ If your original is A5 ;, B6 ; or 5 1/2" x 8 1/2" ; and you do *not* set your originals in the document feeder, select the copy paper manually before making copies by touching the **[Change Modes]** key.

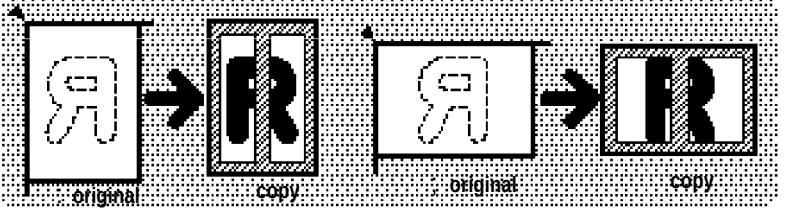
5 Press the **Start** key.

Erasing The Centre And The Border (Erase Centre/Border)

This function erases the centre and/or all four sides of the original image, such as book originals.



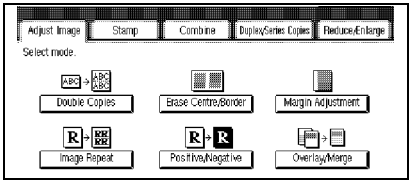
- The default setting of the erased margin is as follows. You can change this set - ting using the user tools. ☛ See page 143.
  Metric version: 10 mm
  Inch version: 0.4"
- The position of the margin to be erased is determined according to the original size and reproduction ratio. If your original is non-standard size, undesired ar - eas might be erased.



- If you select copy paper manually, make sure to select the same direction as that of your original.
- Regarding functions that cannot be used together with this function, ☛ see page 105.

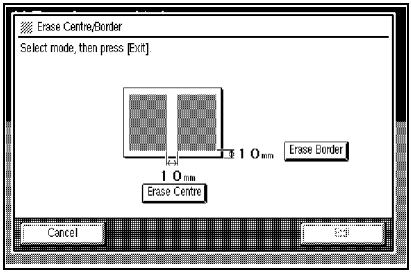
1 Touch the **[Adjust Image]** key.

2 Touch the **[Erase Centre/Border]** key.



3 Select keys.

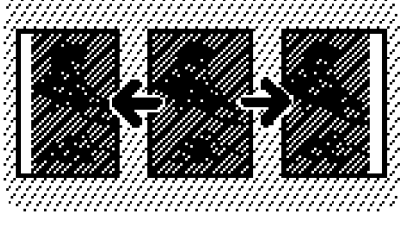
4 Touch **[Exit]** key.



5 Set your originals (☛ see pages 30 ~33) and press the **Start** key.

Adjusting The Margin (Margin Adjustment)

You can shift the image either left or right to make a binding margin.



❒ The margin width default is as follows. You can change this setting using the user tools. ☛ See page 142.

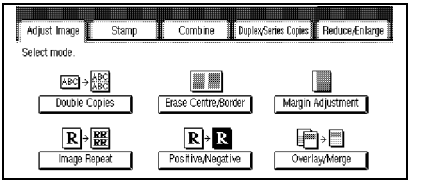
Metric version: 5 mm
Inch version: 0.2"

❒ Margin for two-sided copies (orientation: Top to Top):
For copies that read from left to right, set the front left and back right margins.
For copies that read from right to left, set the front right and back left margins.

- ❒ When you make two-sided copies from one sided originals, a right margin 5 mm (0.2") is set on the back side automatically as a default setting. You can change this setting using the user tools. ☛ See page 143.
- ❒ Regarding functions that cannot be used together with this function, ☛ see page 105.

1 Touch the **[Adjust Image]** key.

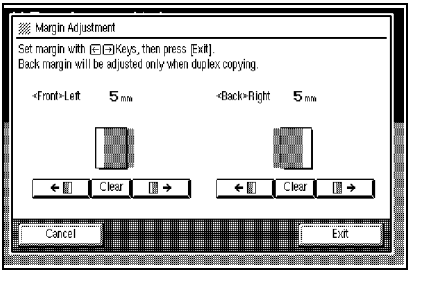
2 Touch the **[Margin Adjustment]** key.



3 Set the margin width by touching the right or left arrow key.

- ❒ To clear the width entered, touch the **[Clear]** key.

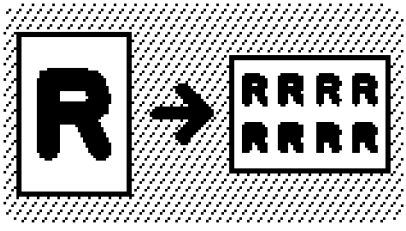
4 Touch the **[Exit]** key.



5 Set your original (☛ see pages 30 ~ 33) and press the **Start** key.

Repeating An Image Over The Entire Copy (Image Repeat)

The original image is copied repeatedly.



- The number of repeated images depends on the original size, copy paper size, and reproduction ratio. Refer to the following table.

Metric version:

Original size	Copy Paper Size	Reproduction ratio and number of repeat image
A5 ↕	A4 ↕	71% → 4 images
A5 ↔	A4 ↔	35% → 16 images
A5 ↕	A4 ↔	100% → 2 images
A5 ↔	A4 ↕	50% → 8 images 25% → 32 images

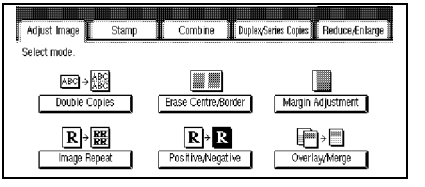
Inch version:

Original size	Copy Paper Size	Reproduction ratio and number of repeat image
5 1/2" x 8 1/2" ↕	8 1/2" x 11" ↕	65% → 4 images
5 1/2" x 8 1/2" ↔	8 1/2" x 11" ↔	32% → 16 images
5 1/2" x 8 1/2" ↕	8 1/2" x 11" ↔	100% → 2 images
5 1/2" x 8 1/2" ↔	8 1/2" x 11" ↕	50% → 8 images 25% → 32 images

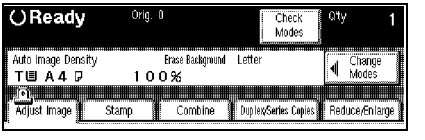
- Separate lines between repeated images can be printed using the user tools. ☛ See page 144.
- Part of a repeated image might not be copied depending on copy paper size, copy paper direction, or reproduction ratio.
- If your original is non-standard size, the copier might not detect the original size correctly. It is recommended to use originals of standard size.
- The copying speed might be slower in this mode.
- Regarding functions that cannot be used together with this function, ☛ see page 105.

1 Touch the **[Adjust Image]** key.

2 Touch the **[Image Repeat]** key.



3 Touch the **[Change Modes]** key.



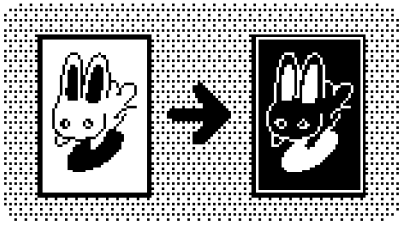
4 Select the copy paper size by touching a key referring to the table on the previous page.

5 Select the reproduction ratio by touching the **[Reduce/Enlarge]** key referring to the table on the previous page.

6 Set your originals (☛ see pages 30 ~ 33) and press the **Start** key.

Reversing Black and White (Positive/Negative)

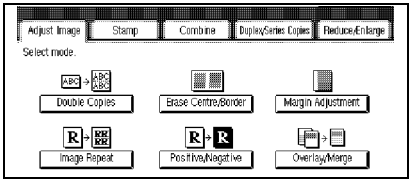
Black and white images of the original are reversed.



❒ Regarding functions that cannot be used together with this function, ☛ see page 105.

1 Touch the **[Adjust Image]** key.

2 Touch the **[Positive/Negative]** key.

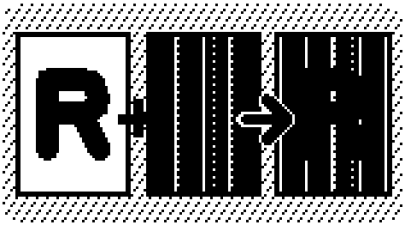


3 Set your originals (☛ see pages 30 ~ 33) and press the **Start** key.

Merging Images (Overlay/Merge)

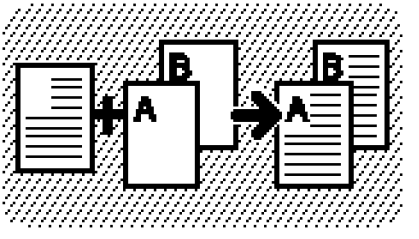
Making 1 image from 2 (Overlay)

Two different originals can be merged onto the same copy paper.



Merging a template into several copies (Copy Merge)

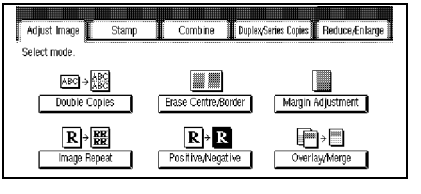
The image of the original which is copied *first* will be a background image (master) on all copies. Then, the *remaining* originals which follow the first one will be copied with the background.



- ❒ The copying speed might be slower in this mode.
- ❒ Regarding functions that cannot be used together with this function, ☛ see page 105.

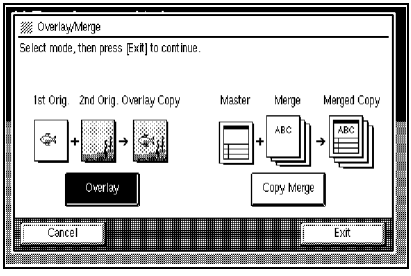
1 Touch the **[Adjust Image]** key.

2 Touch the **[Overlay/Merge]** key.



3 Select the **[Overlay]** or **[Copy Merge]** key.

4 Touch the **[Exit]** key.



5 When setting one original at a time

❶ Set an original on the exposure glass or in the optional document feeder (☛ see page 30 or 32). Then, press the **Start** key.

- ❒ When you select the **[Copy Merge]** in step 3, the original for the template (master) should be read first.
- ❒ Start with the last page to be copied.

❷ When the **Start** key turns green or the **Auto Feed** indicator of the document feeder is lit, set the next original. If you have set the original on the exposure glass in step ❶, press the **Start** key.

❸ Repeat step ❷ until your copying is finished.

- ❒ To clear the template (master), or finish your copying, press the **Enter** key.

5 When setting a stack of originals in the document feeder

❶ Set a stack of originals (☛ see page 30) in the document feeder and press the **Start** key.

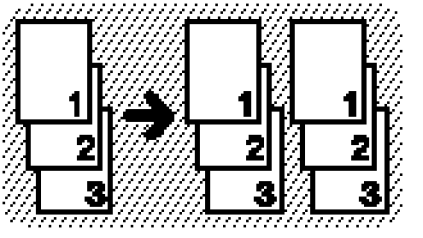
- ❒ When you select the **[Copy Merge]** in step 3, the original for the template (master) should be on the bottom.
- ❒ The last page should be on the bottom.
- ❒ To clear the template (master) or finish your copying, press the **Enter** key.

OPTIONAL FINISHING

❒ Duplex mode (from an even number of one-sided originals to two-sided copies in Top to Top orientation) and Margin Adjustment (0.2" width right margin for the back side) are default settings. If you want to change the modes, touch the **[Duplex/Series Copies]** and **[Adjust Image]** keys. You can change this default setting with the user tools. ☛ See pages 141 and 143.

Sorting Into Sets (123,123,123) (Sort)

Copies can be assembled as sets in sequential order by sliding the shift tray from side to side.



Note: This function can be used only when your machine is equipped with the optional finisher.

Notes for Sort mode

❒ You can make up to 999 copy sets at a time. However, when the number of copies exceeds the capacity of the shift tray, remove copies from the copy tray. Regarding the capacity of finisher, ☛ see the table on page 97.

❒ Different size originals can be used only when you make one-sided copies from one-sided originals.

❒ After starting copying, the only setting you may change is image density, The change will apply from the next copy. ☛ See page 37.

❒ The maximum number of pages that can be stored is as follows:
A4, 8 1/2" x 11": Approximately 100 pages (images)

❒ You can change settings of this mode using the user tools. ☛ See page 151.

❒ When you make two-sided copies, the maximum number of copies stacked in the duplex unit at a time is limited. For details, ☛ see page 45.

❒ For this finisher, the following limitations apply:

Metric version

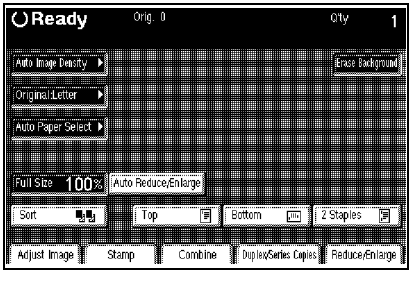
Paper size		Paper weight		Maximum capacity
Maximum	Minimum	Maximum	Minimum	A4 or smaller: 1,500 sheets B4 or larger: 1,000 sheets
A3	A5	157 g/m2	52 g/m2	

Inch version

Paper size		Paper weight		Maximum capacity
Maximum	Minimum	Maximum	Minimum	8 1/2" x 11" or smaller: 1,500 sheets 8 1/2" x 14" or larger: 1,000 sheets
11" x 17"	5 1/2" x 8 1/2"	42 lb	14 lb	

❒ Regarding functions that cannot be used together with this function, ☛ see page 105.

1 To select Sort mode, touch the **[Sort]** key.



2 Enter the number of copies required using the **Number** keys.

3 When setting one original at a time

❶ Set an original on the exposure glass or in the optional document feeder (☛ see pages 30 or 32). Then press the **Start** key. The copier starts memorizing the original image.

- ❒ Start with the last page to be copied.

❷ When the **Start** key turns green, or the **Auto Feed** indicator of the document feeder is lit, set the next original. If you have set the original on the exposure glass in step ❶, press the **Start** key.

- ❒ Set the original in the same direction as step ❶.
- ❒ When the memory capacity reaches 0%, the copier stops memorizing. Press the **Start** key to finish copy jobs which are already in memory. After that, follow the instructions on the display.

❸ Repeat step ❷ until all originals are scanned.

❹ After all originals are put into memory, press the **Enter** key.

❺ Press the **Start** key.

- ❒ If you want to stop storing images or to delete stored images, ☛ see page 47.
- ❒ If you make one-sided copies, the first set of copies has been completed when all originals are stored in memory.

3 When setting a stack of originals in the document feeder

❶ Set a stack of the originals in the document feeder (☛ see page 32), then press the **Start** key.

❒ Last page should be on the bottom.

❒ When memory runs out during copying, the machine can be programmed to behave in two ways with the user tools.

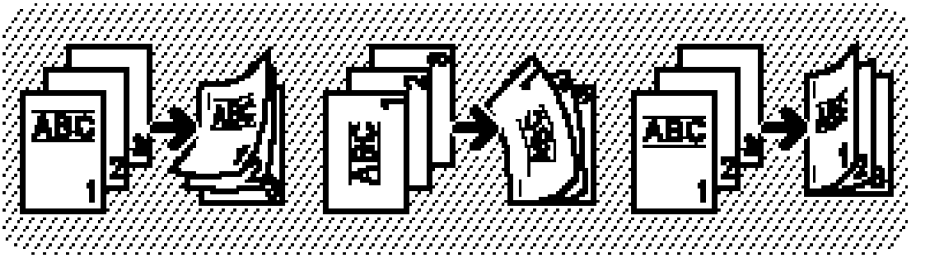
♦ Memory Full Auto Scan Restart = **[Yes]**
→ After all images in memory are copied, the machine will re-start scanning automatically.
You should re-order your copies after all copy jobs are finished.

♦ Memory Full Auto Scan Restart = **[No]**
→ The machine will wait for you to press the **Start** key. At this point you should remove your copies from the copy tray. Press the **Start** key and then follow the instructions on the display to continue copying.

If you want to change the user tools setting, ☛ see page 151.

❒ If you want to stop storing images or to delete stored images, ☛ see page 47.

Stapling (Staple)



Note: This function can be used only when your machine is equipped with the optional finisher.

❒ For this mode, the following limitations apply:

Metric version:

Paper size		Paper weight		Stapler capacity	Shift tray capacity
Maximum	Minimum	Maximum	Minimum		
A3	B5	80 g/m2	64 g/m2	A4 or smaller: from 2 to 50 sheets B4 or larger: from 2 to 30 sheets	A4: 1,500 sheets (30 sets of 50 sheets) A3: 1,000 sheets

Inch version

Paper size		Paper weight		Stapler capacity	Shift tray capacity
Maximum	Minimum	Maximum	Minimum		
11" x 17"	8 1/2" x 11"	21 lb	17 lb	8 1/2"x11" or smaller: from 2 to 50 sheets 8 1/2"x14" or larger: from 2 to 30 sheets	8 1/2"x11": 1,500 sheets (30 sets of 50 sheets) 11"x17": 1,000 sheets

❒ Post cards, tracing paper, OHP sheets, and adhesive labels, and paper that is curled or has low stiffness cannot be used.

❒ If the number of copies is over the stapler capacity, the copies will be delivered to the shift tray without stapling.

❒ If memory reaches 0% during copying, the copies will be delivered to the shift tray without stapling.

❒ If " d Add Staples" is displayed during copying, copies might be delivered to the shift tray without stapling.

❒ Copy paper with different sizes and directions cannot be stapled.

❒ Regarding functions that cannot be used together with this function, ☛ see page 105.

Stapling Position And Original Setting

Single staple in the top left corner in Auto Paper Select

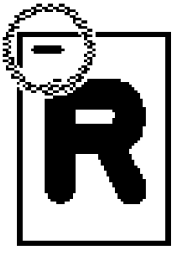
If you select Stapling with the Auto Paper Select and there is no paper that matches the direction of originals, the copier automatically rotates the copy image. As a result, you can get copies stapled in the left upper corner.

- The maximum original image size that can be rotated is as follows:
  Metric version: A4
  Inch version: 8 1/2" x 11"
- The copy image cannot be rotated if you select **[2 Staples]**.

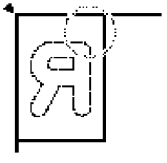
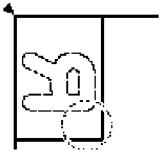
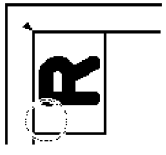
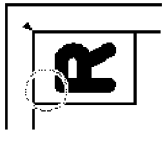
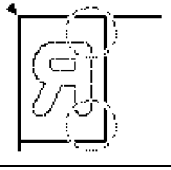
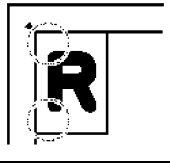
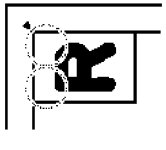
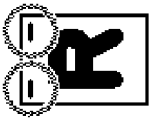
If your original is A4, 8*1/2" x 11"*, set originals and select the **[Top]** key to get copies stapled at the left upper corner.

Stapling position	Original	Original setting	Stapled copies
[Top]	: direction	on the exposure glass	When the image is *not* rotated.
		in the document feeder	When the image is rotated.
	; direction	on the exposure glass	When the image is *not* rotated.
		in the document feeder	When the image is rotated.

❒ If your original is *larger than A4, 8 1/2" x 11",* (ex. or 11" x 17"), the original image cannot be rotated. In this case, set original and select the [Top] or [Bot - tom] keys as shown to get copies stapled at the left upper corner.

Stapling position		Original setting	Stapled copies
[Bottom]	If your original is portrait direction.	on the exposure glass in the document feeder	
[Top]	If your original is landscape direction.	on the exposure glass in the document feeder	

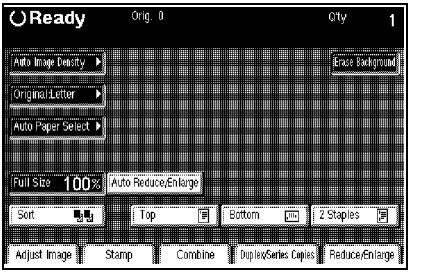
Stapling positions *when there is copy paper that is identical in size and direction as your original*

Stapling position	Original setting			Copies
		on the exposure glass	in the document feeder	
[Top]	: direction			
	; direction			
[Bottom]	: direction			
	; direction*			
[2 Staples]	: direction			
	; direction*			

❒ * recommend when your original is larger than B4, 8 1/2" x 14" or larger.

When Setting One Original At A Time

1 Select one of three stapling by touching a key.



2 Set an original on the exposure glass or in the optional document feeder. (☛ See pages 30 or 32.) Then, press the **Start** key. The copier starts memorizing the original images.

❒ Start with the last page to be copied.

3 When the **Start** key turns green, or the **Auto Feed** indicator of the document feeder is lit, set the next original. If you have set the original on the exposure glass in step 2, press the **Start** key.

❒ Set the original at the same direction in step 2.

4 Repeat step 3 until all originals are scanned.

5 After all originals are put into memory, press the **Enter** key.

6 Follow the instructions on the display. In some cases, you must press the **Start** key.

When Setting A Stack Of Originals In The Document Feeder

1 Select one of three stapling by touching a key.

2 Set a stack of originals in the document feeder (☛ see page 30) , then press the **Start** key.

❒ The last page should be on the bottom.

COMBINATION CHART

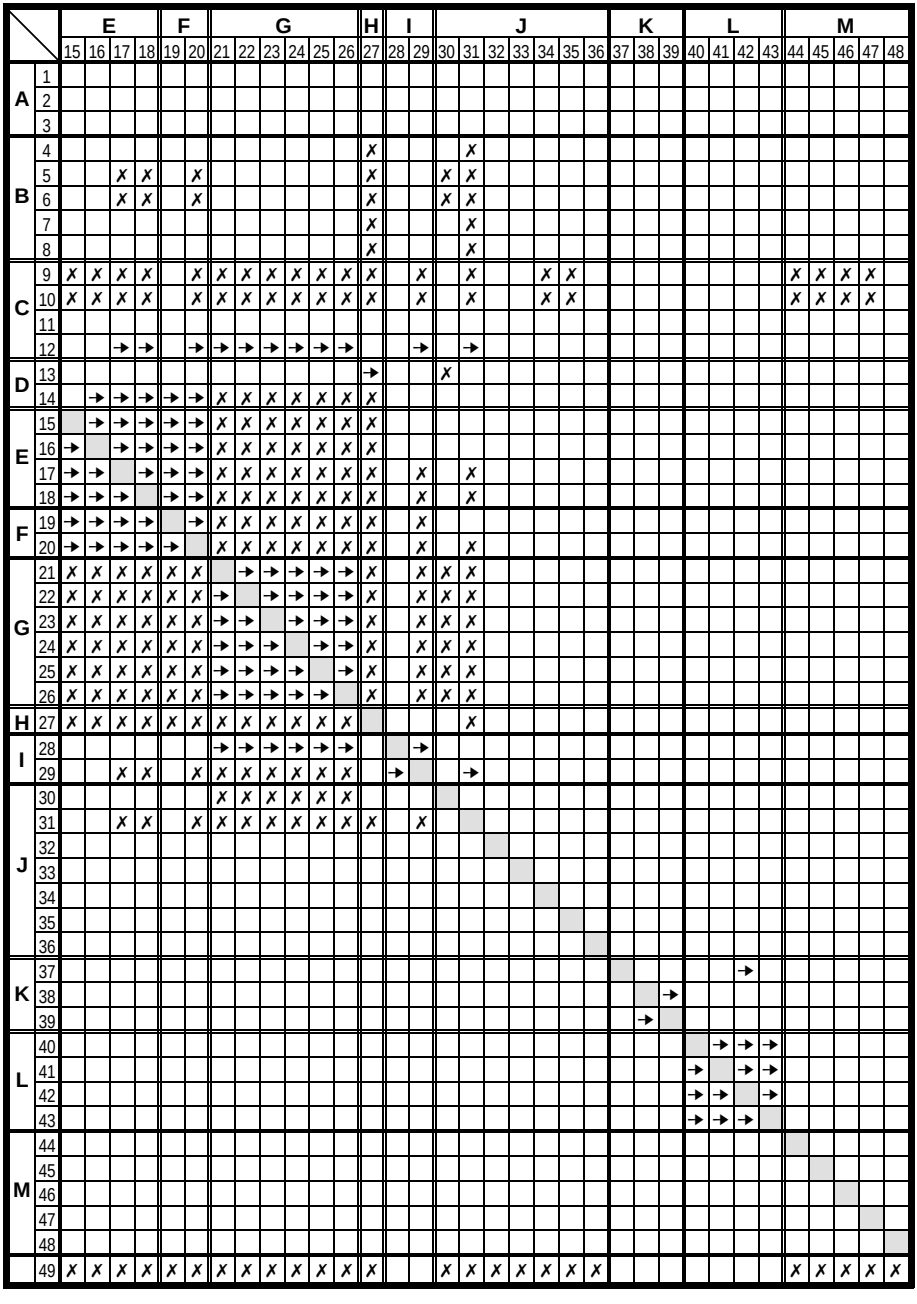
The combination chart on pages 106 and 107 shows which modes can be used together. When you read the chart, please refer to the following tables.

BLANK CELL	means that these modes can be used together.
→	means that the mode after you select will be the mode you're working in.
✗	means that these modes cannot be used together.

A	Setting originals
B	Finishing
C	Selecting copy paper
D	Image Rotation
E	[Duplex]
F	[Series Copies]
G	[Combine]
H	[Overlay/Merge]
I	[Reduce/Enlarge]
J	[Adjust Image]
K	Adjusting image density
L	Selecting original setting
M	[Stamp]

COMBINATION CHART

Mode before you select \ Mode after you select			A			B					C				D	
			1	2	3	4	5	6	7	8	9	10	11	12	13	14
A	1	Setting original on the exposure glass		→	→											
	2	Setting an original in the DF (SADF)	→		→											
	3	Setting a stack of originals in the DF (ADF)	→	✗												
B	4	Sort					→	→			✗	✗				
	5	Rotate Sort				→		→			✗	✗				
	6	Rotate Stack				→	→				✗	✗				
	7	Sort with optional finisher								→	✗	✗				
	8	Staple with optional finisher							→		✗	✗				
C	9	Using the bypass tray (standard size)				✗	✗	✗	✗	✗		→	→	→	→	✗
	10	Using the bypass tray (non-standard size)				✗	✗	✗	✗	✗	→		→	→	→	✗
	11	Selecting paper size manually									→	→		→	→	
	12	Auto Paper Select									→	→	→			
D	13	Image Rotation in Auto Paper Select									→	→	→			
	14	Image Rotation in Duplex									✗	✗				
E	15	one-sided → two-sided									✗	✗				
	16	two-sided → two-sided									✗	✗				→
	17	Single (from book original)					✗	✗			✗	✗		✗	✗	→
	18	Multi (from book original)					✗	✗			✗	✗		✗	✗	→
F	19	two-sided → one-sided														→
	20	Book → one-sided					✗	✗			✗	✗		✗	✗	→
G	21	2 one-sided → 1 one-sided (2 in 1)									✗	✗		✗	✗	✗
	22	4 one-sided → 1 one-sided (4 in 1)									✗	✗		✗	✗	✗
	23	4 one-sided → 1 two-sided (4 in 1)									✗	✗		✗	✗	✗
	24	8 one-sided → 1 two-sided (8 in 1)									✗	✗		✗	✗	✗
	25	4 one-sided → booklet (4 in 1)									✗	✗		✗	✗	✗
	26	16 one-sided → booklet (16 in 1)									✗	✗		✗	✗	✗
H	27	Overlay/Merge				✗	✗	✗	✗	✗	✗	✗				✗
I	28	Reducing/Enlarging														
	29	Auto Reduce/Enlarge									✗	✗		→	→	
J	30	Double Copies					✗	✗							✗	
	31	Image Repeat				✗	✗	✗	✗	✗	✗	✗		✗	✗	
	32	Erase Centre														
	33	Erase Border														
	34	Margin Adjustment for front side									✗	✗				
	35	Margin Adjustment for back side									✗	✗				
	36	Positive/Negative														
K	37	Erase Background														
	38	Auto Image Density														
	39	Manual Image Density														
L	40	Letter mode														
	41	Letter/Photo mode														
	42	Photo mode														
	43	Generation Copy mode														
M	44	Auto Stamping									✗	✗				
	45	User Stamping									✗	✗				
	46	Date Stamping									✗	✗				
	47	Page Numbering									✗	✗				
	48	Background Numbering														
	49	Interrupt Copying				✗	✗	✗	✗	✗					✗	✗


E
F
G
H
I
J
K
L
M
15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48
A
B
C
D
E
F
G
H
I
J
K
L
M
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49

WHAT TO DO IF SOMETHING GOES WRONG

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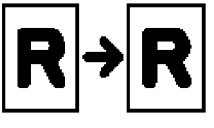
IF YOUR COPIER DOES NOT OPERATE AS YOU WANT

Copier's Condition	Action
Nothing happens when the main switch is turned on.	Check the power cord. Is it properly plugged into the outlet? ➠ Plug it in firmly.
The indicator of the **Clear Modes/Low Power Mode** key is lit, and the display is off.	The copier is in Low Power mode. ➠ Press the **Clear Modes/Low Power Mode** key.
? and messages are displayed.	Follow the instructions on the display.
Paper runs out.	Load paper. ☛ See page 117.
f is displayed.	Add toner. ☛ See page 120.
i is displayed.	Add staples. ☛ See page 121.
Y is displayed.	Remove misfed paper. ☛ See page 122.
Z is displayed.	
k is displayed.	Close the indicated doors or covers.
is displayed.	Set the fusing unit correctly. For position of the fusing unit, ☛ see page 4.
e is displayed.	Remove the jammed staples. ☛ See page 125.
L is displayed.	Turn the main switch off, wait a few seconds, and then turn it on. If L appears again, call your service representative.
E is displayed.	Used toner bottle is full. Call your service representative.

Copier's Condition	Action
Staples do not come out at all.	After loading a new staple cartridge, staples might not be ejected the first few times you try to use the stapler. ➠ Try again.
	A few sheets might not be stapled. To correct this, try turning over the paper stack in the tray unit. If there is no improvement, change to copy paper with less curl.
	There are jammed staples in the stapler. ➠ Remove jammed staples. ☛ See page 125.
Misfeeds occur frequently.	Is the right kind of paper in the paper tray? ➠ Paper size and weight must be within the specification for this copier.
	Is folded, wrinkled, damp, or curled paper in the paper tray? ➠ Always use dry, undamaged paper.
	Is the paper properly set in the paper tray? ➠ Always load paper correctly.
	Are there any pieces of misfed paper or other foreign objects in the machine? ➠ Make sure that the paper path is completely clear of paper and other material after a misfeed.
	Copy paper size setting is not correct. ➠ Set the proper paper size using the user tools. ☛ See page 138.

❒ If you cannot correct the problem by taking the above actions, please contact your service representative.

IF YOU CANNOT MAKE CLEAR COPIES

Problem	Cause	Action
Copies appear dirty.	The image density is too dark.	Adjust the image density. ☛ See page 37.
	Erase Background is not selected.	Confirm that the **[Erase Background]** key is dark. If not, touch it.
	The platen cover, exposure glass, or document feeder belt is dirty.	Clean them. ☛ See page 156.
The reverse side of an original image is copied.	The image density is too dark.	Adjust the image density. ☛ See page 37.
	Erase Background is not selected.	Confirm that the **[Erase Background]** key is dark. If not, touch it.
Copies are too light.	The original has a low contrast image.	Adjust the image density. ☛ See page 37.
	The image density is too light.	
	Damp or rough grain paper is used.	Use dry paper without rough grain.
	Toner bottle is almost empty.	Add toner. ☛ See page 120.
The same copy area is dirty whenever making copies.	The platen cover, exposure glass, or document feeder belt is dirty.	Clean them. ☛ See page 156.
Parts of the image are not copied.	The original is not set correctly.	Set originals correctly. ☛ See pages 30 ~ 33.
	An improper paper size is selected.	Select the proper paper size.
Copies are blank.	The original is not set correctly.	Set originals correctly. ☛ See pages 30 ~ 33.
A moire pattern is produced on copies as shown in the illustration. 	Your original has dot pattern image or many lines.	Place the original on the exposure glass at a slight angle.

❒ If you cannot correct the problem by taking the above actions, please contact your service representative.

IF YOU CANNOT MAKE COPIES AS YOU WANT

Finishing

Problem	Cause	Action
Copies are not stapled.	After loading a new staple cartridge, staples might not be ejected the first few times you try to use the stapler.	
	A few sheets might not be stapled. To correct this, try turning over the paper stack in the tray unit. If there is no improvement, change to copy paper with less curl.	
	There are jammed staples in the stapler.	Remove jammed staples. ☛ See page 125.
	The number of copies exceeds the capacity of the stapler.	Check the stapler capacity. ☛ See page 100.
Staples are wrongly positioned.	Originals are not set correctly.	Set originals correctly. ☛ See pages 101 ~ 103.

Adjust Image

Problem	Cause	Action
In Double Copies mode, parts of the original image are not copied.	Combination of original and copy paper is not correct.	Select the proper original and copy paper. ☛ See the table on page 86.
In Centre/Border mode, parts of the original image are not copied.	You set the wide erased margin.	Set the narrower margin using the user tools. ☛ See page 143.
	Your original has narrow margins on four sides.	

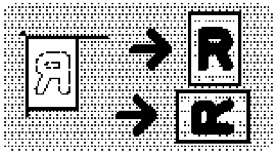
Adjust Image (continued)

Problem	Cause	Action
In Margin Adjustment mode, parts of the original image are not copied.	You set the wide margin.	Set the narrower margin using the user tools. ☛ See page 142.
In Image Repeat mode, the original image is not copied repeatedly.	You selected the same size copy paper as originals, and did not select the proper reproduction ratio.	Select copy paper larger than originals. ☛ See page 91.
		Select the proper reproduction ratio. ☛ See page 91.

Stamp

Problem	Cause	Action
Auto Stamping does not appear on copies.	The original is not set correctly.	Set originals correctly. ☛ See page 76.
Original image and Auto Stamping overlap on copies and original image cannot be read.	You selected the solid density.	Change the density of Auto Stamping using the user tools. ☛ See page 146.
	Your original has narrow margins on four sides.	Change the stamping position. ☛ See page 76.
User Stamping does not appear on copies.	User Stamping is not registered correctly.	Register User Stamping again using the user tools. ☛ See page 152.
	The low density image is registered.	Register User Stamping again with the high density original using the user tools. ☛ See page 152.
	The original is not set correctly.	Set originals correctly. ☛ See page 76.

Stamp (continued)

Problem	Cause	Action
Date Stamping does not appear in the desired direction. Page Numbering does not appear in the desired direction.	You have selected Date Stamping and Page Numbering together.	The stamping position decided afterwards takes priority. Select the same directions for both modes.
Directions of Background Numbering and original images on copies do not match.	Background Numbering cannot be rotated. If you set originals incorrectly, the Background Numbering does not appear copies in correct direction.	Set originals as follows: 
Date Stamping does not appear on copies.	The original is not set correctly.	Set originals correctly. ☛ See page 81.

Duplex

Problem	Cause	Action
Order of copies is not correct.	You set originals in the incorrect order.	When setting a stack of originals in the document feeder, the last page should be on the bottom. If you set a original on the exposure glass, start with the last page to be copied.
Orientation of copies (Top to Top, or Top to Bottom) is not correct.	You set originals in an incorrect direction or the orientation setting is incorrect.	Select the correct orientation, or set originals correctly. ☛ See page 64.

Combine

Problem	Cause	Action
You cannot make a booklet from 16 originals by folding copies.	Combine Original Booklet Format is not correct.	Change setting using the user tools. ☛ See page 144.
Parts of the image are not copied.	Your original is larger than A4 or 8 1/2" x 11".	The maximum original size that can be used is A4, 8 1/2" x 11". Use the correct original.
	You selected a different size copy paper from your originals.	Copy paper must be the same size as your original. Select the correct paper size.
		Select the correct reproduction ratio before using Combine mode.
	Your originals are not identical in size and direction.	Use originals that are identical in size and direction.
Order of copies is not correct.	You set originals in the incorrect order.	When setting a stack of originals in the document feeder, the last page should be on the bottom. If you set an original on the exposure glass, start with the last page to be copied.

LOADING PAPER

❒ Regarding paper sizes that can be set, see the following pages:
1st tray ☛ See page 128, 130, and 131.
optional tray unit ☛ See page 133.
large capacity tray ☛ See page 153.

❒ If you want to change the paper size, see the following pages:
1st tray ☛ See page 128, 130, and 131.
optional tray unit ☛ See page 133.
large capacity tray ☛ See page 153.

Non-recommended Paper

❒ Folded, curled, creased, or damaged paper

❒ Torn paper

❒ Perforated paper

❒ Paper with conductive or low electrical resistance coating such as carbon or silver coating

❒ Thermal paper, art paper

❒ Thin paper that has low stiffness

Notes For Paper

❒ Load paper with the copy side *down* in the 500-sheet trays, and with the copy side *up* in the large capacity tray. If copies are curled, try turning the copy paper over in the tray. If there is no improvement, change to copy paper with less curl.

❒ Do not use copy paper that has been already copied on.

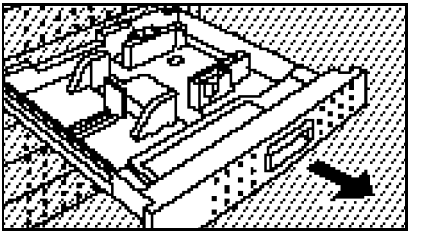
❒ The following types of paper cannot be fed from the paper tray. Load them in the bypass tray. ☛ See page 50.
- OHP transparencies
- adhesive labels
- translucent paper
- post card

❒ Correct curls in copy paper before loading.

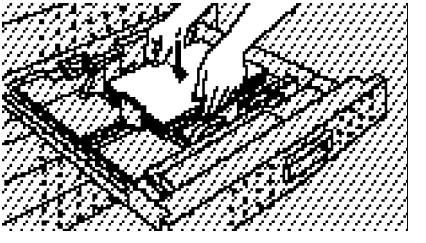
❒ Fan copy paper to get air between the sheets before loading.

Loading Paper In The Paper Tray

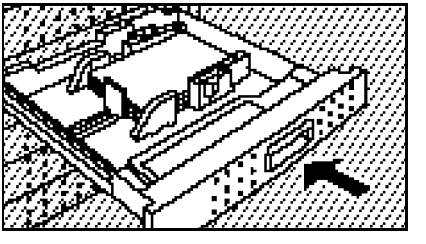
1 Pull out the paper tray until it stops.



2 Load paper in the paper tray. Do not stack paper above the limit mark inside the paper tray.



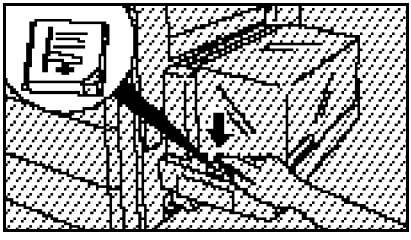
3 Push the tray in until it stops.



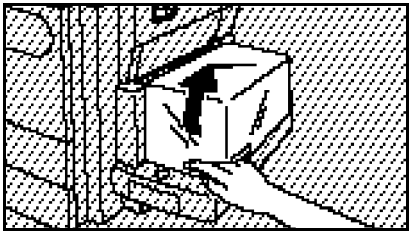
Loading Paper In The Large Capacity Tray

1 If the **Down** key is not lit, press it to lower the bottom plate. The key will blink while the bottom plate is moving down.

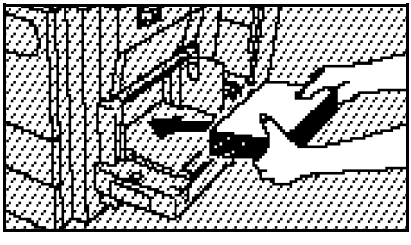
❒ If the key is lit or blinking, proceed to step 2.



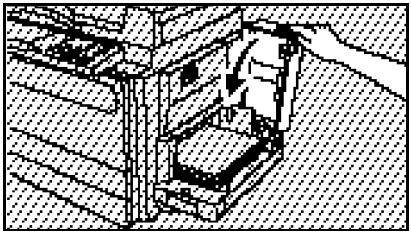
2 After the **Down** key stops blinking and lights, open the cover.



3 Load paper into the tray (not more than 1,000 sheets). The paper stack must be flush with the left side.



4 Close the cover.



ADDING TONER

When "f **Add Toner**" is displayed on the display, it is time to supply toner.

R ***WARNING:*** ***Do not incinerate the used toner bottle. Toner bottle might ignite when exposed to open flame.***

R ***WARNING:*** ***Dispose of the used toner bottle according to your local regulations.***

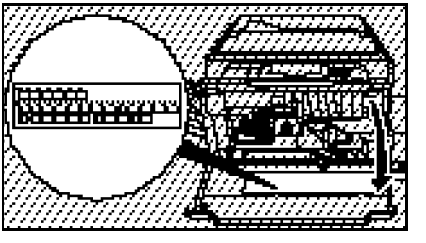
NOTE: When adding toner, do not turn off the main switch. If you do, your copy settings are cleared.

NOTE: Before setting the new toner bottle, shake it well at least 5 or 6 times.

NOTE: Do not remove the toner cap of the new toner bottle.

1 Open the front cover of the copier.

2 You can find the sticker (with f at the top) explaining how to add toner, inside the front cover as shown in the illustration.

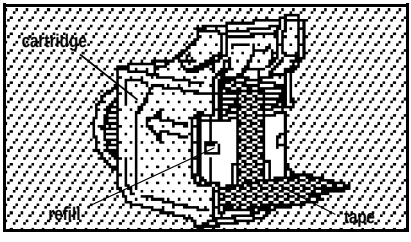


3 Load the new toner bottle following the instructions on the sticker.

ADDING STAPLES

When "i **Add Staples**" is displayed, add staples as follows:

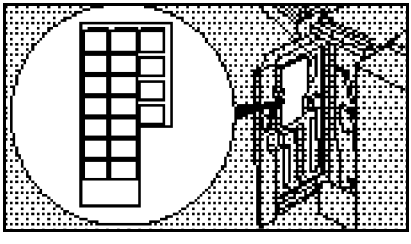
- Do not remove the tape before setting the new staple refill in the cartridge. If you do, the staples fall into pieces.



1 Open the front door of the finisher.

2 You can find a sticker (with i at the top) explaining how to add a staple cartridge, inside the front door as shown in the illustration.

3 Add the new staple cartridge following the instructions on the sticker.



CLEARING MISFEEDS

n x ***WARNING:*** ***Since some parts of the copier are supplied with high electrical voltage, touch only the parts specified in the instructions on the sticker inside the machine's cover.***

n x ***WARNING:*** ***When removing misfed paper from sections B and C, use cautions. The fusing unit may be very hot. See page 4 for the position of the fusing unit.***

R *CAUTION: Do not leave any torn scraps within the machine.*

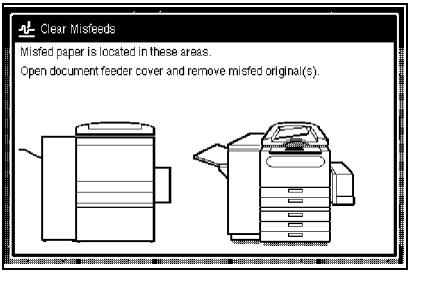
NOTE: When clearing misfeeds, make sure that all units and levers are returned to their original positions and all covers are closed.

NOTE: Do not touch originals in the optional document feeder when a paper misfeed occurs in the copier. If you do, the copier cannot know which originals have been copied, and which should be copied.

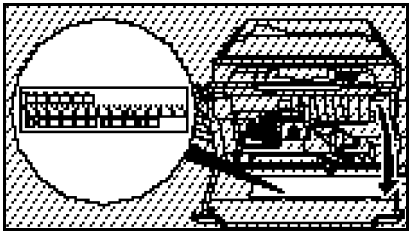
Check The Display

The display shows the location of misfed paper. Remove them following instructions.

- **P** is indicated only when your machine is equipped with the optional document feeder.
- **R1** and **R2** are indicated only when your machine is equipped with the optional finisher.



When Misfeeds Occur In A, B, C, Y, Or Z Section

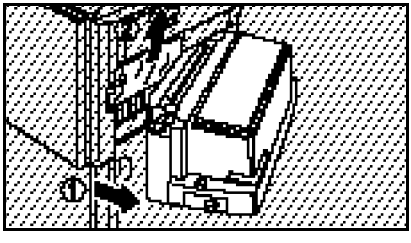


1 Open the front cover of the copier.

2 You can find a sticker (with Y at the top) explaining how to remove misfed paper, inside the front cover as shown in the illustration.

3 Remove misfed paper following the instructions on the sticker.

When Misfeed Occurs At The Large Capacity Tray

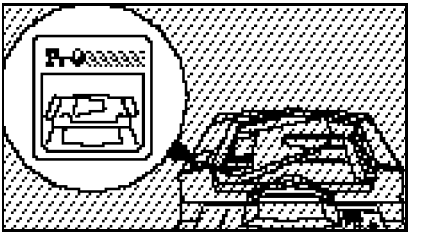


1 Swing out the tray grasping the tray handle, and remove any misfed paper.

2 Return the tray to its original position.

When Misfeed Occurs In P Section

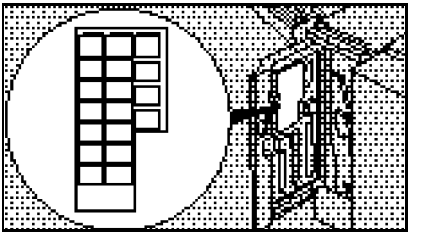
1 You can find a sticker, explaining how to remove the misfed paper, on the optional document feeder as shown in the illustration.



2 Remove the misfed original referring to the sticker.

When Misfeeds Occur In R Section

1 Open the front door of the optional finisher.



2 You can find a sticker (with Y at the top) explaining how to remove misfed paper, inside the front door as shown in the illustration.

3 Remove misfed paper following the instructions on the sticker.

REMOVING JAMMED STAPLES

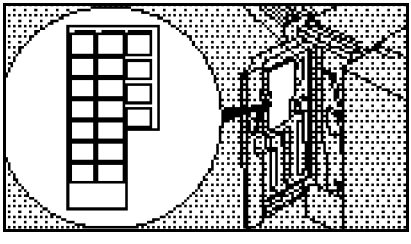
When "e **Check Staple Unit**" is displayed, staples are jammed in the optional finisher. Remove jammed staples as follows:

n x ***WARNING:*** ***Since some parts of the finisher are supplied with high electrical voltage, touch only the parts specified in the instructions on the sticker inside the finisher's cover.***

❒ After loading a new staple cartridge, staples might not be ejected the first few times you try to use the stapler.

1 Open the front door of the optional finisher.

2 You can find a sticker (with e at the top) explaining how to remove jammed staples, inside the front door as shown in the illustration.



3 Remove jammed staples following the instructions on the sticker.

CHANGING THE COPIER'S SETTINGS

CHANGING PAPER SIZE **128**
Changing Paper Size In The 1st Tray 128
Changing The Paper Size In The Optional Tray Unit (Trays 2, 3, and 4) 133

USER TOOLS **134**
User Tools Menu 134
How To Change The Basic Settings And Copy Features 136
Basic Settings 137
Copy Features 141
How To Register User Stamp 152

SERVICE REPRESENTATIVE SETTINGS **153**

CHANGING PAPER SIZE

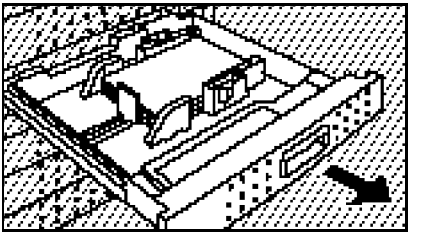
Changing Paper Size In The 1st Tray

Standard size paper

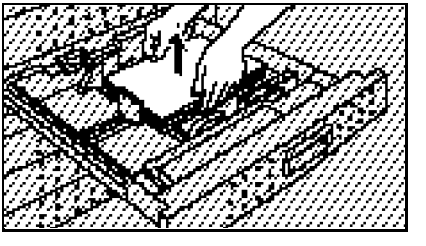
❒ You can select paper of the following sizes:

Metric version	Inch version
A3 ; , B4 ; , A4 : ; , B5 : ; , A5 : 8 1/2" x 11" : ;	11" x 17" ; , 8 1/2" x 14" ; , 8 1/2" x 11" : ; , 5 1/2" x 8 1/2" :, A3 ; , A4 : ; , A5 :

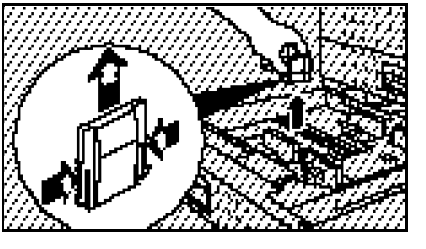
1 Pull the paper tray out until it stops.



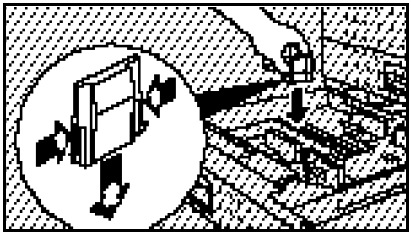
2 Remove the copy paper.



3 Remove the left guide as shown in the illustration.

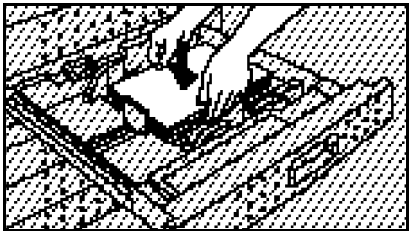


4 Set the left guide to the paper size you want to use as shown in the illustration.



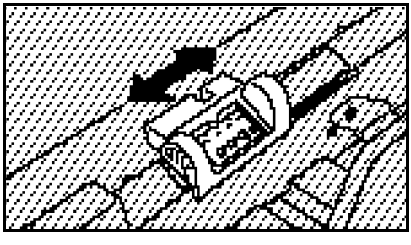
5 Load paper in the tray.

❒ Do not stack paper over the limit mark.

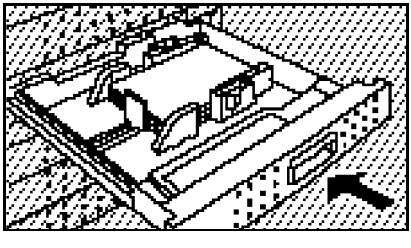


6 While pressing the release lever on the front guide, slide the front and rear guides to the paper size you want to use.

7 Select the paper size by adjusting the paper size selector on the back side of the tray.



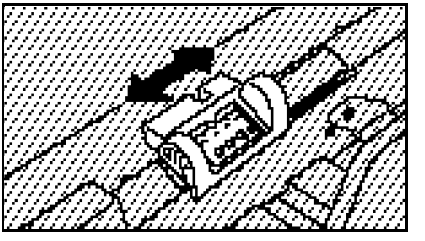
8 Push the paper tray in until it stops.



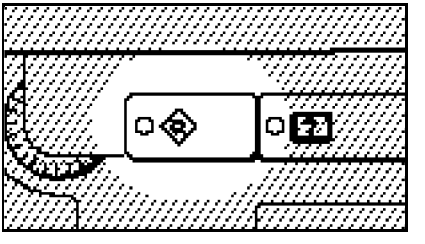
F/F4 size paper (8" x 13", 8 1/4" x 13", or 8 1/2" x 13)

1 Follow steps 1 to 6 on pages 128 and 129.

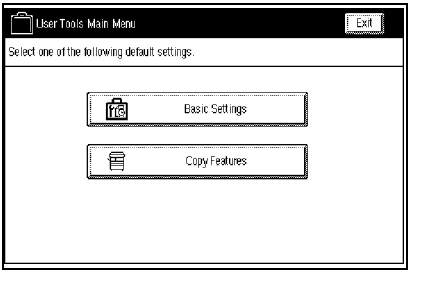
2 Select "F/F4" by adjusting the paper size selector on the back side of the tray.



3 Press the **User Tools** key.



4 Touch the **[Basic Settings]** key.



5 Touch the **[Next]** key three times to reach the paper size setting menu.

6 In the "Tray 1 <F/F4> Paper Size Setting" menu, the present size setting is displayed. Touch the **[Change]** key. Select the new paper size by touching a key. Then, touch the **[Exit]** key.

7 Press the **User Tools** key, then push the paper tray in until it stops.

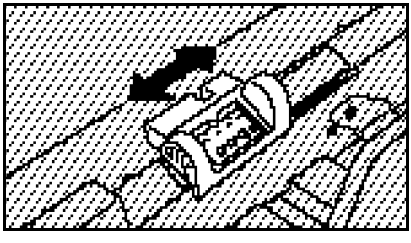
Special size paper

❒ You can select paper of the following sizes:

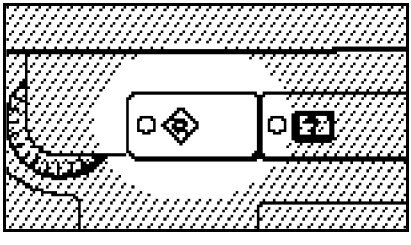
Metric version	Inch version
11" x 17" ; , 8½" x 14" ; , 5½" x 8½" : , 8" x 10" ;	11" x 15" ; , 10" x 14" ; , 8" x 10½" ; , 8" x 10" ; , B4 ;

1 Follow steps 1 to 6 on pages 128 and 129.

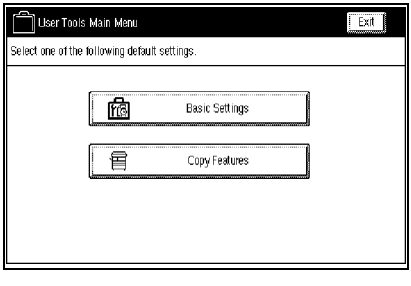
2 Select * by adjusting the paper size selector on the back side of the tray.



3 Press the **User Tools** key.



4 Touch the **[Basic Settings]** key.



5 Touch the **[Next]** key three times to reach the paper size setting menu.

6 In the "Tray 1 <*> Paper Size Setting" menu, the present size setting is displayed. Touch the **[Change]** key. Select the new paper size by touching a key. Then, touch the **[Exit]** key.

❒ "*" (asterisk) is displayed on the key for paper sizes that cannot be detected in some modes (ex. Auto Paper Select).

7 Press the **User Tools** key, then push the paper tray in until it stops.

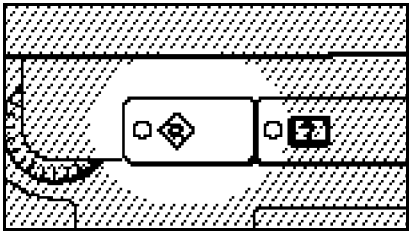
Changing The Paper Size In The Optional Tray Unit (Trays 2, 3, and 4)

❒ You can select paper of the following sizes:

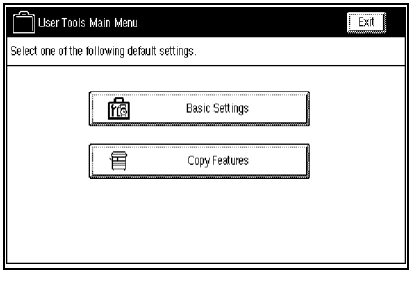
Metric version	Inch version
A3 ; , B4 ; , A4 : ; , B5 : ; 11" x 17" ; , 8 1/2" x 14" ; , 8 1/2" x 11" : ; , 8" x 10" ; , 8" x 13" ; , 8 1/2" x 13" ; , 8 1/4" x 13" ;	11" x 17" ; , 8 1/2" x 14" ; , 8 1/2" x 11" : ; , 11" x 15" ; , 10" x 14" ; , 8" x 10 1/2" ; , 8" x 10" ; , A3 ; , B4 ; , A4 : ; , 8" x 13" ; , 8 1/2" x 13" ; , 8 1/4" x 13" ;

1 Follow steps 1 to 6 on pages 128 and 129.

2 Press the **User Tools** key.



3 Touch the **[Basic Settings]** key.



4 Touch the **[Next]** key three times to reach the paper size setting menu.

5 Find the paper tray (2, 3, or 4) and touch the **[Change]** key. Select the new paper size by touching a key. Then, touch the **[Exit]** key.

6 Press the **User Tools** key, then push the paper tray in until it stops.

USER TOOLS

This section is for the key operators in charge of this copier. You can change or set the copier's default settings using the following user tools.

User Tools Menu

	Menu	☞ See
Basic Settings	Auto Response (Human) Sensor	page 137
	Operation panel beeper	
	Copy count display	
	Set date	
	Set time	
	Auto Reset	page 137
	Low Power Timer	
	Paper Type Display (for each tray)	page 138
	Tray 1 <*> Paper Size Setting	page 138
	Tray 1 <F/F4>Paper Size Setting	
	Paper Size Setting (for tray 2, 3, and 4 (option))	
	Paper Tray Priority	page 139
	Original: <F/F4> Size Setting	
	ADF: Thin Paper Mode	
	Auto Tray Switching	
	Set User Code(s)	page 140

		Menu	☞ See
Copy Features	Copy Modes	Auto Paper Select Priority	page 141
		Auto Image Density Priority	
		Original Mode Priority	
		Full Main Menu Display	
		Duplex Mode Priority	
		User Reproduction Ratio 1, 2	page 142
		Maximum copy quantity	
		Original beeper	

	Menu		☛ See
Copy Features (continued)	Adjust Image	Margin Adjust Front	page 142
		Margin Adjust Back	
		Erase Border	page 143
		Erase Centre	
		1 → 2 Duplex Auto Margin Adjust	
		Double Copies Separation Line	page 143
		Combine Originals Booklet Format	page 144
		Image Repeat/Combine Separation Line	
	Stamp	Page Numbering Format	page 144
		P1,P2 1/5,2/5... Format Position	page 145
		-1-,-2- Format Position	
		Auto Stamping	page 146
		Stamp Layout: Size	
		Stamp Layout: Density	
		Stamp Layout: Position	page 147
		User Stamp	page 148
		User Stamp Layout: Size	
		User Stamp Layout: Density	
		User Stamp Layout: Position	
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		Date Position/Format: Date Format	
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		Date Position/Format: Position	page 149
		Date Position/Format: Position Top Left	
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		Background Numbering Size	page 150
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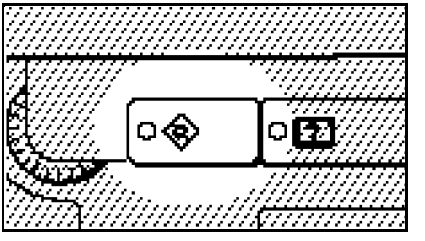
	Input/ Output	Duplex Remaining Copy Exit	page 150
		Combine Remaining Copy Exit	
		SADF Auto Reset Time	page 151
		Mixed Original Sizes	
		Auto Sort Mode	
		Memory Full Auto Scan Restart	page 151
		Rotate Sort Auto Paper Continue	

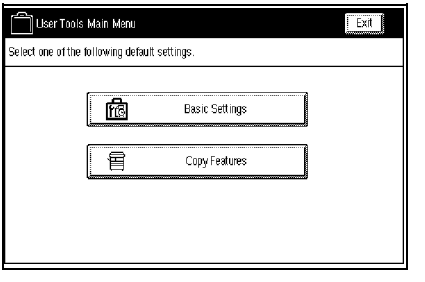
How To Change The Basic Settings And Copy Features

1 Confirm that the copier is in the initial condition. If not, press the **Clear Modes/Low Power Mode** key.

2 Press the **User Tools** key.



3 Touch the **[Basic Settings]** or **[Copy Features]** key.



4 Select the desired settings following the instruction on the display.

❒ **[▼Next]** : Use to go to the next page.
[▲Prev.] : Use to go back to the previous page.
[Exit] : Touch this key after entering the new data.
In the "User Tools Main Menu", touch to exit the User Tools condition.
[Cancel] : Touch to return to the previous menu without changing any data.
[Menu] : Use to go back to the previous menu.

5 To return to the initial condition, press the **User Tools** key.

Basic Settings

MENU	DESCRIPTION
Auto Response (Human) Sensor	When the auto response sensor does not detect anyone operating it, the copier will be in the some Reset modes (Auto Reset, Low Power mode, Auto Off, or SADF Auto Reset) after the selected time in each menu. You can cancel this setting. ❒ Default: Yes (On)
Operation panel beeper	The beeper (key tone) can be turned on or off. ❒ Default: On
Copy count display	The copy counter can be set to show the number of copies made (count up) or the number of copies remaining to be made (count down). ❒ Default: Up (count up)
Set date **Set time**	Use to set the date and copier's internal clock. Set the date and clock following the touch panel display instructions. ❒ Date of the Date Stamping mode depends on these. ❒ If necessary, remember to adjust the clock for daylight saving time (summer time), or return it to the standard time.
[▼ Next]	
Auto Reset	The copier returns to its initial condition automatically after your job is finished. The automatic reset time can be set from 10 seconds to 180 seconds in 10 seconds steps or no auto reset (0 second). ❒ Default: 30 seconds
Low Power Timer	The copier will automatically enter a Low Power condition after the selected time after the last copying job has been completed. This time can be set from 10 to 180 seconds in 10 seconds steps, or the function can be turned off (0 second). ❒ Default: 60 seconds
[▲ Prev.] [▼ Next]	

(Basic Settings)

MENU	DESCRIPTION
	[▲ Prev.] [▼ Next]
Paper Type Display	When recycled paper or special paper is in the paper trays, paper type can be indicated on the touch panel display. ❒ Default: No display ❒ You cannot select both of recycled paper and special paper for one tray.
	[▲ Prev.] [▼ Next]
Tray 1 <*> Paper Size Setting	If you want to use special paper size, you can set the paper size for tray 1. ❒ Default: Metric version: 11" x 17" Inch version: 10" x 14" ❒ Regarding procedures and paper sizes that can be selected, ☛ see page 131. ❒ Make sure to select * by adjusting the paper size selector on the back side of the tray. ❒ * (asterisk) is displayed on the keys of paper sizes that cannot be used in the Auto Paper Select.
Tray 1 <F/F4> Paper Size Setting	If you want to use 8 1/2" x 13, 8" x 13", or 8 1/4" x 13" paper for the 1st tray, use this user tool. ❒ Default: 8 1/2" x 13 ❒ Regarding procedures, ☛ see page 130. ❒ Make sure to select F/F4 by adjusting the paper size selector on the back side of the tray.
Paper Size Setting Tray 2, 3, and 4 (option)	Use to change the paper sizes in the optional tray unit. ❒ Default: Metric version: A4 : Inch version: 8 1/2" x 11" : ❒ Make sure to change the paper size setting, when changing the paper size in the tray. If not, misfeed might occur. ❒ Make sure to select the paper size when installing the optional tray unit.
	[▲ Prev.] [▼ Next]

(Basic Settings)

MENU	DESCRIPTION
	[▲ Prev.] [▼ Next]
Paper Tray Priority	You can choose the tray which will be active under the following conditions: • when the main switch is turned on. • after the Auto Reset or Low Power mode • after pressing the Clear Modes/Low Power Mode key ❒ Default: Tray T (1000-sheet large capacity tray)
Original: <F/F4> Size Setting	You can select one of the following original sizes to be detected in the Auto Paper Select and Auto Reduce/Enlarge modes as F size. 8 1/2" x 13, 8 1/4" x 13", or 8" x 13" ❒ Default: 8 1/2" x 13"
ADF: Thin Paper Mode	Use when changing the type of originals to be fed into the optional document feeder. Select this setting when you use thin originals (40 ~ 52 g/m2 or 11 ~ 14 lb). ❒ Default: Normal (Not Thin)
Auto Tray Switching	If you load paper of the same size and in the same direction in two or more trays, the copier automatically shifts to another tray when the tray in use runs out of paper. You can cancel this setting. ❒ Default: Yes ❒ Trays for special paper and recycled paper can be used only when the Special Paper Size setting is the same.

(Basic Settings)

MENU	DESCRIPTION
	Set User Code(s) If the copier is set to use the User Code function, operators must input their user codes before the machine can operate. The copier keeps count of the number of copies made under each user code. To have the machine set to the User Code mode, please use the user tool "Set User Code Mode" and after that contact your sales/service representative.
Check/Reset/Print Copy Counter	You can check the number of copies made under each user code. You can clear each code's counter, or clear all codes' counters. You can print the counter data for all user codes.
User Code Register/Change/Delete	Use to register, change, delete one user code, or delete all user codes. ❒ Up to 20 user codes (6 digits) can be registered. ❒ When changing user codes, the number of copies made under the old code is added to that made under the new user code. ❒ When deleting user codes, the number of copies made under the deleted code is deleted. ❒ Registered codes will be sorted in numerical order.
Assign/Activate Key Operator Code	If you select **[Yes]**, only operators who know the key operator code can access the user tools for the User Code mode. ❒ Default: No ❒ If you select **[Yes]**, you should register the key operator access code. ☛ Use the "Key Operator Code" menu.
Key Operator Code	Use to register or change the key operator code.
Set User Code Mode	You can select the User Code mode. ❒ Default: No (not User Code mode) ❒ After select **[Yes]**, please contact your sales/service representative to set your machine to the User Code mode.
	[▲ Prev.]

Copy Features

Copy Modes

MENU	DESCRIPTION
Auto Paper Select Priority	As a default setting, Auto Paper select is selected. You can cancel this setting. ❒ Default: Yes
Auto Image Density Priority	As a default setting, Auto Image Density is selected. You can cancel this setting. ❒ Default: Yes
Original Mode Priority	As a default setting, Letter is selected. You can change it to Letter/Photo, Photo, or Generation Copy. ❒ Default: Letter
Full Main Menu Display	As a default setting, the tray keys are displayed only when Auto Paper Select is canceled, original type setting keys are displayed only when Letter mode is canceled, and the manual image density keys are shown only when the Auto Image Density is canceled. You can cancel this setting and have all keys displayed always. ❒ Default: Hide
Duplex Mode Priority	As a default setting, from one-sided originals to one-sided copies mode is selected. You can cancel this setting, and can select one of the following modes. ♦ **[1 Sided → 2 Sided]** (from even number of one-sided originals to a two-sided copy (orientation: Top to Top)) ♦ **[2 Sided → 2 Sided]** (from two-sided originals to two-sided copies) ❒ Default: **[1 Sided → 1 Sided]**
[▼ Next]	

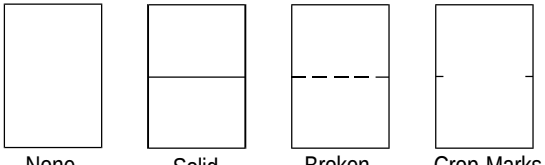
(Copy Modes in Copy Features)

[▼ Next]	
User Reproduction Ratio 1, 2	Up to 2 reproduction ratios (from 25 ~ 400%) which you frequently use can be registered.
Maximum copy quantity	The maximum copy quantity can be set between 1 and 999. ❒ Default: 999
Original beeper	The beeper sounds and a message is displayed, when an operator forgets to remove originals after copying. ❒ Default: On ❒ If the Operation panel beeper setting is set to Off (☛ see page 137), the beeper does not sound and only the message is displayed. ❒ If the Auto Response (Human) Sensor is set to No (☛ see page 137), this function does not work.
[▲ Prev.]	

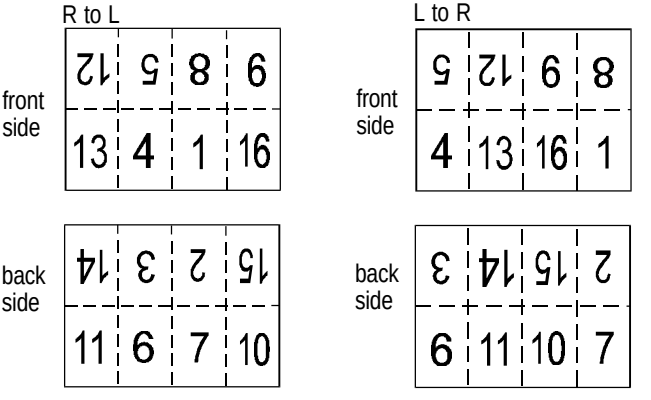
Adjust Image

MENU	DESCRIPTION
Margin Adjust Front **Margin Adjust Back**	The default setting of the margin widths on the front and back page in the Margin Adjustment mode can be changed as follows: Metric version: 0 ~ 30 mm in 1 mm steps* Inch version: 0" ~ 1.0" in 0.1" steps* *both left and right ❒ Default: Metric version: front 5 mm on left, back 5 mm on right Inch version: front 0.2" on left, back 0.2" on right ❒ Margin Adjust Back takes effect only when making two sided copies. ❒ The margin set in the Margin Adjust Back is added on the back side of copies automatically when making two-sided copies from one-sided originals if you select **[Yes]** in the "1 → 2 Duplex Auto Margin Adjust" menu.

(Adjust Image in Copy Features)

MENU	DESCRIPTION
Erase Border **Erase Centre**	The default setting of the width of the erased margins in the Erase Centre/Border mode can be changed as follows: Metric version: 3 ~ 50 mm in 1 mm steps Inch version: 0.1" ~ 2.0" in 0.1" steps ❒ Default: Metric version: 10 mm Inch version: 0.4"
1 → 2 Duplex Auto Margin Adjust	As a default setting, the image on the back side of copies is shifted automatically to create the binding margin when making two-sided copies from one-sided originals. This margin is decided in the Margin Adjust Back. You can cancel this setting. ❒ Default: Yes ❒ If you use the Margin Adjustment function, this setting does not come effect.
[▼ Next]	
Double Copies Separation Line	You can select a separation line in the Double Copies mode from broken line, solid line, crop marks, or no line. ❒ Default: Broken  None Solid Broken Crop Marks

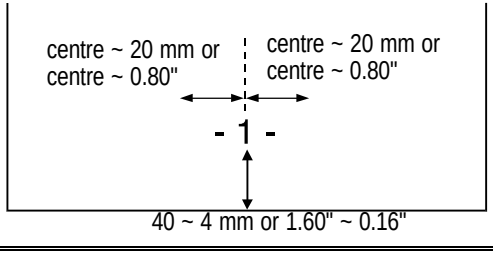
(Adjust Image in Copy Features)

MENU	DESCRIPTION
Combine Originals Booklet Format	When making a booklet from 16 originals in the Combine mode, you can select a booklet that reads from left to right or from right to left. ❒ Default: L to R 
Image Repeat/Combine Separation Line	As a default setting, no separation line is printed on copies in the Image Repeat and Combine modes. You can cancel this setting and print a solid separation line. ❒ Default: No
[▲ Prev.]	

Stamp

MENU	DESCRIPTION
Page Numbering Format	As a default setting, **[P1, P2...]** is selected when entering in the Page Numbering mode. You can cancel this setting and select other formats (**[1/5,2/5...]** or **[-1-,-2-...]**). ❒ Default: P1, P2 ···

(Stamp in Copy Features)

MENU	DESCRIPTION
P1, P2 1/5, 2/5... Format Position	The printing position of Page Numbering (P1, P2 and 1/5, 2/5) can be shifted up/down from the top edge and left/right from the right edge as follows: Metric version: 4 ~ 40 mm in 4 mm steps Inch version: 0.16" ~ 1.60" in 0.16" steps ❒ P1, P2 and 1/5, 2/5 formats can be printed on the right top corner. ❒ Default: Metric version: 8 mm (from the top edge), 12 mm (from the right edge) Inch version: 0.32" (from the top edge), 0.48" (from the right edge)
-1-, -2- Format Position	The printing position of Page Numbering (-1-, -2-) can be shifted up down from the bottom edge and left/right from the centre of paper as follows: Metric version: up/down: 4 ~ 40 mm in 4 mm steps left/right: 0 (centre) ~ 20 mm in 2 mm steps Inch version: up/down: 0.16" ~ 1.60" in 0.16" steps left/right: 0" (centre) ~ 0.80" in 0.08" steps ❒ Only -1-, -2- format can be printed on the centre of the bottom. ❒ Default: Metric version: 8 mm (from the bottom edge), 0 mm (centre) Inch version: 0.32" (from the bottom edge), 0" (centre) 

(Stamp in Copy Features)

MENU	DESCRIPTION
Auto Stamping	As a default setting, "URGENT" is selected when entering in the Auto Stamping mode. You can cancel this setting and select other messages (CONFIDENTIAL, COPY, PRIORITY, PRELIMINARY, For Your Information, or Internal Use Only). ❒ If your machine is the metric version, the Auto Stamping cannot be used as a default setting. If you want to use this function, contact your sales or service representative. ❒ Default: URGENT
Stamp Layout	
You can change the size, density, and position of each message of Auto Stamping (URGENT, COPY, PRIORITY, PRELIMINARY, CONFIDENTIAL, For Your Information, and For Internal Use Only) ❒ If your machine is the metric version, the Auto Stamping cannot be used as a default setting. If you want to use this function, contact your sales/service representative.	
Size	There are four sizes of Auto Stamping message: 1 X, 2 X, 4 X, 8 X. ❒ Default: 1 X (32 mm x 64 mm, 1.28" x 2.56")
Density	There are three density levels (Solid, Fine Screen, and Coarse Screen). ❒ Default: Solid ❒ If the copy image overlaps the Auto Stamping in Solid, the copy image cannot be seen. Fine Screen, the copy image can be seen. Coarse Screen, the copy image can be seen more.

(Stamp in Copy Features)

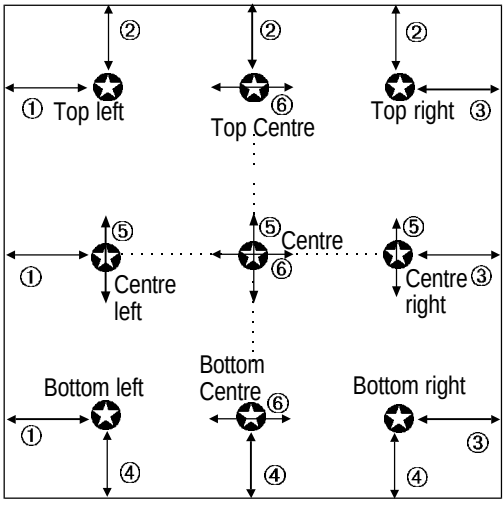
MENU	DESCRIPTION

Stamp Layout (continued)

Position

The default printing position of Auto Stamping can be selected from one of nine positions. Also, the default printing position can be adjusted as follows:

❒ Default: Top Right
Metric version: 24 mm from top and right edge
Inch version: 0.96" from top and right edge

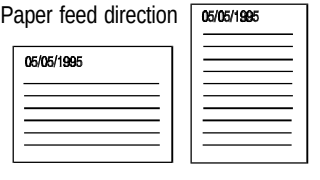
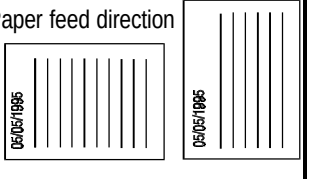


		Metric version	Inch version
①	from the left edge	4 ~ 104 mm	0.16" ~ 4.16"
②	from the top edge	4 ~ 144 mm	0.16" ~ 5.76"
③	from the right edge	4 ~ 104 mm	0.16" ~ 4.16"
④	from the bottom edge	4 ~ 144 mm	0.16" ~ 5.76"
⑤	from the horizontal centre line of paper	above 72 mm ~ below 72 mm	above 2.88" ~ below 2.88"
⑥	from the vertical centre line of paper	left 52 mm ~ right 52 mm	left 2.08" ~ right 2.08"

❒ Metric version: in 4 mm steps
Inch version: in 0.16" steps

[▼ Next]

(Stamp in Copy Features)

MENU	DESCRIPTION
	[▼ Next]
User Stamp	Using the **[Register]** key, you can register your own messages as user stamps. Up to four stamp can be registered. Also, you can delete registered user stamps using the **[Delete]** key. To perform this function, ☛ see page 152. ❒ A key with m has a registered stamp in it.
	User Stamp Layout
	You can set the size, density, and position for each user stamp. The procedure is the same as the "Stamp Layout" on pages 146 and 147.
Size	☛ See page 146.
Density	☛ See page 146.
Position	☛ See page 147.
Number of Stamps Per Page	As a default setting, one user stamp is printed on a copy. You can cancel this setting, and print a user stamp repeatedly on a overall copy. ❒ Default: Single
	Date Position/Format
Date Format	You can select the date stamping format from one of three (mm/dd/yyyy, dd.mm.yyyy, or dd/mm/yyyy). ❒ Default: Metric version: dd.mm.yyyy Inch version: mm/dd/yyyy
Orientation	The orientation can be selected horizontal or vertical. ❒ Default: Horizontal <Horizontal> Paper feed direction  <Vertical> Paper feed direction 

(Stamp in Copy Features)

MENU	DESCRIPTION

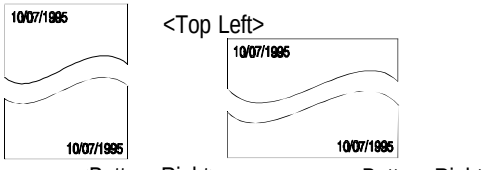
Date Position/Format (continued)

Position

The date can be printed at Top Left or Bottom Right.

❒ Default: Top Left

<Top Left> <Top Left>



<Bottom Right> <Bottom Right>

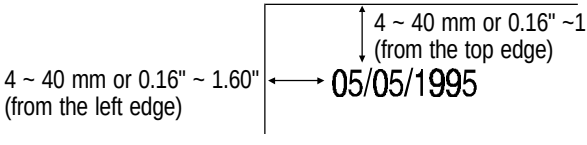
Position Top Left
Position Top Right

The stamping position can be shifted as follows.

Metric version: 4 ~ 40 mm in 4 mm steps
Inch version: 0.16" ~ 1.60" in 0.16" steps

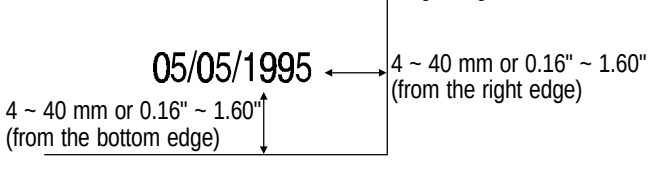
❒ Top Left Default

Metric version: 8 mm from the top edge
20 mm from the left edge
Inch version: 0.32" from the top edge
0.80" from the left edge



❒ Bottom Right Default

Metric version: 8 mm from the bottom edge
12 mm from the right edge
Inch version: 0.32" from the bottom edge
0.48" from the right edge



(Stamp in Copy Features)

MENU	DESCRIPTION
Background Numbering Size	There are three sizes of the Background Numbering. The size of one letter can be changed as follows: Large (approximately 64 x 32 mm or 2.56" x 1.28") Medium (approximately 32 x 16 mm or 1.28" x 0.64") Small (approximately 8 x 4 mm or 0.32" x 0.16") ❒ Default: Medium
Background Numbering Density	There are four density levels: Very Light, Light, Medium, or Dark. ❒ Default: Light
[▼ Next]	

Input/Output

MENU	DESCRIPTION
Duplex Remaining Copy Exit	As a default setting, when making two-sided copies from one-sided, or using Multi mode with the optional document feeder, the last copy paper can exit automatically with the back side blank under the following conditions. You can cancel this setting. ◆ When you select **[Even]**, although the number of originals are odd. ◆ When you select **[Odd]**, although the number of originals are even. ◆ When your originals are finished in the Multi mode. ❒ Default: Yes ❒ This function does not come effect, when you set one original at a time in the document feeder or set an original on the exposure glass.
Combine Remaining Copy Exit	As a default setting, even if the number of originals in the optional document feeder is less than the number required in the selected Combine mode, copies can be made. You can cancel this setting. ❒ Default: Yes ❒ This function does not come effect, when you set one original at a time in the document feeder or set an original on the exposure glass.

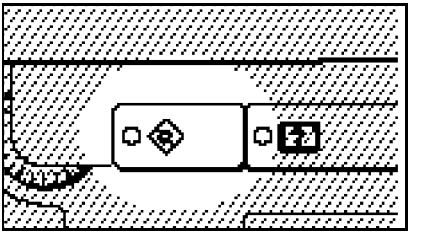
(Input/Output in Copy Features)

MENU	DESCRIPTION
SADF Auto Reset Time	When you set one original at a time in the optional document feeder, the Auto Feed indicator lights for a selected time after an original is fed to show that the document feeder is ready for another original. You can adjust this time from 3 seconds to 60 seconds in 1 second steps. ❒ Default: 10 seconds
Mixed Original Sizes	As a default setting, you cannot use originals of different sizes and directions when you set originals in the optional document feeder. You can cancel this setting. ❒ Default: No ❒ If you set the copier in this mode, the copying speed becomes slower in some modes.
Auto Sort Mode	As a default setting, Sort mode is not selected. You can cancel this setting and can select Sort mode as a default setting. ❒ Default: No
[▼ Next]	
Memory Full Auto Scan Restart	When memory runs out during copying, the machine can be programmed to behave in two ways with the user tools. **[Yes]**: After all images in memory are copied, the machine will re-start scanning automatically. You should re-order your copies after all copy jobs are finished. **[No]**: The machine will wait for you to press the **Start** key. At this point you should remove your copies from the copy tray. Press the **Start** key and then follow the instructions on the display to continue copying. ❒ Default: No
Rotate Sort Auto Paper Continue	As a default, two paper trays identical in size but different in direction must be available in the Rotate Sort or Rotate Stack mode. If there are not two paper trays identical in size but different in direction, the copier stops copying. Also, the copier stops if one of the selected paper trays in use runs out of paper. You can change this setting, so that the copier continues copying using paper trays identical in size and direction. ❒ Default: No
[▲ Prev.]	

How To Register User Stamp

1 Confirm that the copier is in the ready condition.

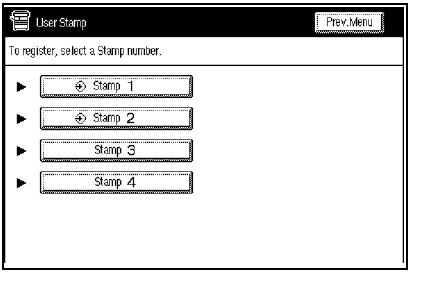
2 Press the **User Tools** key.



3 Touch the keys in the following order.
[Copy Features] key
[Stamp] key
[Next] key
[Register] key of the User Stamp menu

4 Select the user stamp number by touching a key.

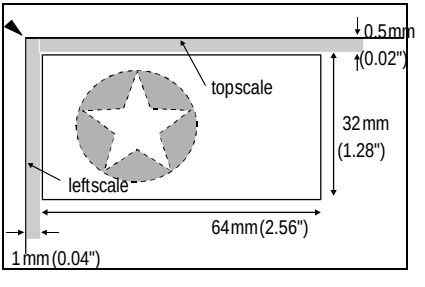
❒ A key with m has a registered stamp in it. If you want to overwrite it, follow the instructions on the display after touching the key with m.



5 Place your message on the exposure glass *face down* as shown in the illustration. Then, touch the **[Scan]** key.

❒ The area that can be registered is 64 mm x 32 mm (2.56" x 1.28") as shown in the illustration.

❒ Margins from the top and left scale cannot be registered as shown in the illustration.



6 Press the **User Tools** key to return to the ready condition.

SERVICE REPRESENTATIVE SETTINGS

Some features can be adjusted by your service representative to suit your needs. This section gives a brief description of these features. For more information, contact your service representative.

LCT Paper Size Change

The large capacity tray holds A4 ： (for the metric version) or 8 1/2" x 11" ： (for the inch version) copy paper. If you need, A4 ： can be set for the inch version, and 8 1/2" x 11" ： can be set for the metric version.

Auto Stamping (for metric version)

If your machine is the metric version, Auto Stamping cannot be used as a default setting. You can cancel this setting and use this function.

A3, 11" x 17" Double Count

When you use A3, 11" x 17" paper, your service representative can set the copier to count each A3, 11" x 17" as two copies.

Auto Image Density Level Selection

Auto Image Density level can be adjusted to lighter or darker.

APS A5/5 1/2" x 8 1/2" Detection

Your service representative can set the copier to detect the original size on the exposure glass as A5 ； (for metric version) or 5 1/2" x 8 1/2" ； (for inch version) whenever the copier cannot detect it with Auto Paper Select.

Set User Code Mode

☞ See page 140.

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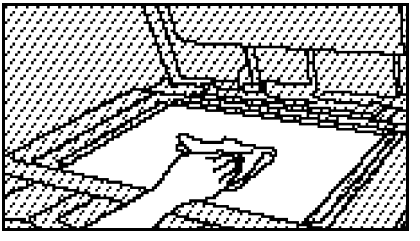
MAINTAINING YOUR COPIER

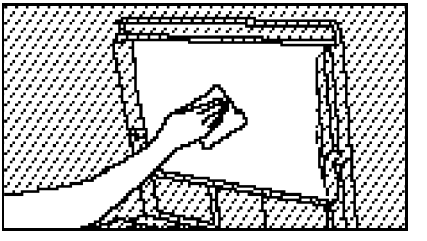
To maintain high copy quality, clean the following parts and units regularly with a damp cloth and wipe them with a dry cloth.

Copier

Exposure glass

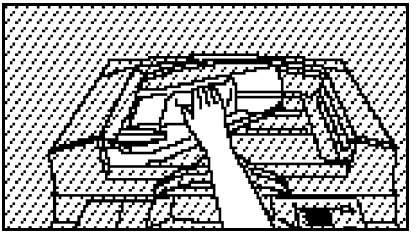


Platen cover

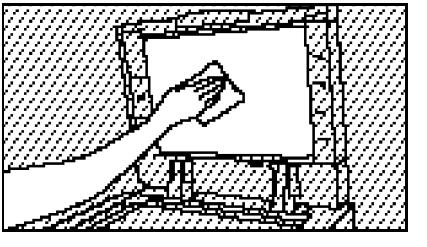


Document Feeder (Option)

Feed-in unit



Belt



DO'S AND DON'TS

Copier

General operations

- ❒ When you make copies using the bypass tray, paper should be set in the bypass tray lengthwise (;).
- ❒ Do not place sheets of paper or originals on the cover of the large capacity tray.
- ❒ Do not move the copier when the main switch is turned on.
- ❒ Do not move the copier a few minutes after the main switch is turned off.

When adding toner

- ❒ Do not incinerate toner or toner containers. Toner dust might ignite when exposed to open flame.
- ❒ Dispose of the used toner bottle according to local regulations.
- ❒ When adding toner, do not turn off the main switch. If you do, your copy settings are cleared.
- ❒ Before setting the new toner, shake it well, at least 5 or 6 times.
- ❒ Do not remove the inner cap of the new toner bottle.

When removing misfed paper

- ❒ Since some parts of the copier are supplied with high electrical voltage, touch only the parts specified in the instructions on the sticker inside the machine's cover.
- ❒ When removing misfed paper from sections B and C, use cautions. The fusing unit may be very hot. ☞ See page 4 for the position of the fusing unit.
- ❒ Do not leave any torn scrapes within the copier.
- ❒ When clearing misfeeds, do not turn off the main switch. If you do, your copy settings are cleared.
- ❒ After clearing misfeeds, make sure that all units and levers are returned to their original positions and all covers are closed.

Document Feeder (Option)

- ❒ While originals are fed from the original table to the exposure glass, do not pull out the originals.
- ❒ Do not lift the document feeder until the last original has been completely fed out.
- ❒ Do not press down or hold originals after inserting them.
- ❒ Do not press any parts of the document feeder strongly.

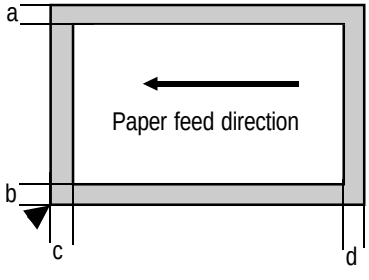
Finisher (Option)

- ❒ Do not remove copies from the shift tray while copying.

REMARKS

Copier

- To avoid problems caused by curly copies, try turning over the paper stack in the 500-sheet or large capacity tray. If there is no improvement, change to copy paper with less curl.
- Load paper with the copy side *down* in the 500-sheet trays, and with the copy side *up* in the large capacity tray. If copies are curled, try turning the copy paper over in the tray. If there is no improvement, change the copy paper with less curl.
- Leading and side edges of the original image are not copied, as shown in the illustration.



a: 2 + 2.5 mm
2 – 1.5 mm
b: 2 ± 1.5 mm
c: 3 ± 2 mm
d: 2 ± 2 mm

WHERE TO PUT YOUR COPIER

Copier Environment

The installation location should be carefully chosen because environmental conditions greatly affect the performance of a copier.

Optimum environmental conditions

- ❒ Temperature: 10 - 30 ^{o}C
- ❒ Humidity: 15 - 90 %
- ❒ A strong and level base.
- ❒ To avoid possible built-up of ozone, make sure to locate this copier in a large well ventilated room which has an air turnover of more than 30 m ^{3}/hr/person.
- ❒ The copier must be level within 5 mm both front or rear and left to right.

Environments to avoid

- ❒ Locations exposed to direct sunlight or strong light (more than 1,500 lux).
- ❒ Dusty areas.
- ❒ Areas with corrosive gasses.
- ❒ Places higher than 2,000 m above sea level.
- ❒ Places where the copier might be subjected to frequent strong vibration.
- ❒ Locations directly exposed to cool air from an air conditioner or heated air from a heater. (Sudden temperature changes might cause condensation within the cop - ier.)

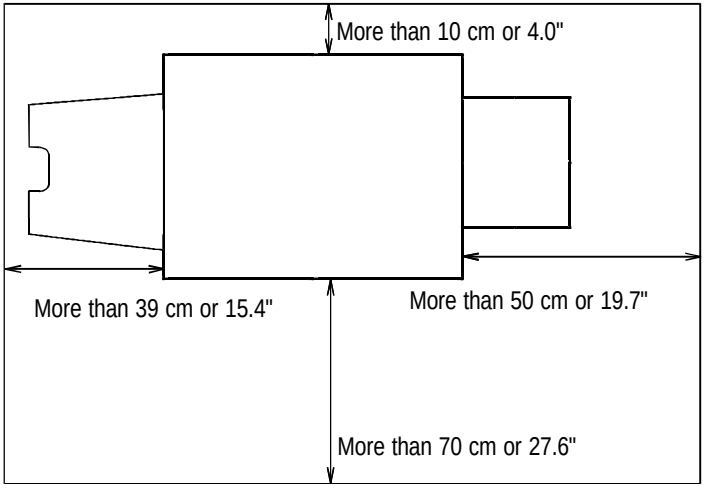
Power Connection

- ❒ Connect the copier to a power source meeting the specifications given on the inside from cover of this manual.
- ❒ Do not set anything on the power cord.
- ❒ Voltage must not fluctuate more than 10 %.
- ❒ Avoid multiwiring.
- ❒ Make sure that the wall outlet is near the copier and easily accessible.
- ❒ Make sure the plug is firmly inserted in the outlet.
- ❒ Always turn the copier off when you have finished copying for the day, but leave it plugged in.

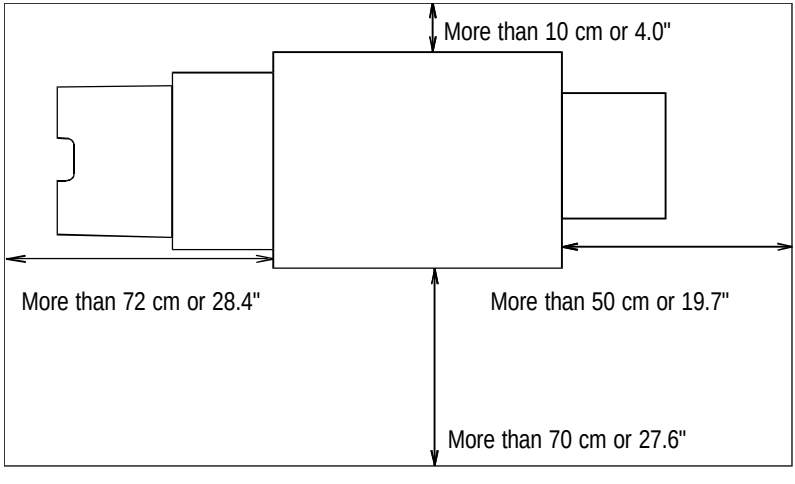
Access To The Copier

Place the copier near a power source, providing clearance as shown.

Copier



Copier with the optional finisher



USE AND STORAGE OF SUPPLIES

Copy Paper

- ❒ Copy paper of the types or in the conditions listed below are not recommended for this copier.
  - Folded, curled, creased, or damaged paper.
  - Torn paper
  - Damp paper
  - Perforated paper
  - Paper with conductive or low electrical resistance such as carbon or silver coating.
  - Wavy paper
  - Thermal paper, art paper
  - Thin paper that has low stiffness
- ❒ Use the bypass tray to copy onto OHP transparencies, adhesive labels, translu - cent paper, and post cards. Before making copies onto them, read the following:
  - Adhesive labels should be fed from the bypass tray one sheet at a time.
  - OHP transparencies should be fed from the bypass tray. You can set ten sheets at a time. However, if misfeed or multi-feed occurs, set one sheet at a time.
  - OHP transparencies should be fanned to get air between the sheets before loading.
  - Translucent paper should be fed from the bypass tray.
  - Translucent paper should be fanned to get air between the sheets and any curls should be corrected before loading.
  - Post cards should be fed from the bypass tray.
  - It is recommended to feed one post card at a time.
  - Correct any curl in post cards before loading.
- ❒ For good copy quality, please use the type of OHP transparencies recommended by your sales and service representatives.
- ❒ When using the bypass tray, the large capacity tray cannot be used.
- ❒ Do not touch copy paper if your fingers are wet or oily; finger prints many appear on the copy.
- ❒ Do not use copy paper that has been already copied on.
- ❒ Do not set copy paper over the limit mark inside the tray.
- ❒ To avoid problems caused by curly copies, try turning over the paper stack in the 500-sheet or large capacity tray. If there is no improvement, change to copy paper with less curl.
- ❒ Load paper with the copy side *down* in the 500-sheet trays, and with the copy side *up* in the large capacity tray. If copies are curled, try turning the copy paper over in the tray. If there is no improvement, change the copy paper with less curl.

Paper Storage

Paper should always be stored properly. Improperly stored paper might result in poor image reproduction. creased copies, and paper misfeeds. Generally, avoid curling and absorption of moisture.

- ❒ Avoid storing paper in humid areas. Under high temperature and high humidity, or low temperature and low humidity conditions, store paper in a vinyl bag.
- ❒ Do not store paper where it will be exposed to heat.
- ❒ Store on a flat surface.
- ❒ Use older stock first.
- ❒ Do not lay heavy objects on paper.
- ❒ Keep open reams of paper in the package, and store as you would unopened paper.

Toner Storage

- ❒ Store toner bottles vertically in a cool, dark place.
- ❒ Never store toner where it will be exposed to heat.
- ❒ Do not lay heavy objects on toner bottles.

SPECIFICATIONS

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1500-SHEET TRAY UNIT (OPTION) 171

COPIER

Configuration:	Desktop
Process:	Dry electrostatic transfer system
Memory capacity:	approximately 1GB hard disk
Scanning method:	Flatbed solid state scanner
Resolution:	400 x 400 dpi
Gray scale:	256 levels
Originals:	Sheet, book
Original thickness:	less than 30 mm, 1.18"
Original size:	Maximum: A3, 11" x 17"
Copy paper size:	☛ See pages 128, 130, and 131.
Copy paper weight:	1st paper tray: 60 ~ 105 g/m^2 (16 ~ 28 lb) bypass tray: 60 ~ 157 g/m^2 (16 ~ 42 lb) large capacity tray: 60 ~ 128 g/m^2 (16 ~ 34 lb) when making two-sided copies: 64 ~ 105 g/m^2 (17 ~ 28 lb)
Copy paper capacity:	1st paper tray: 500 sheets or less than 53 mm, 2.08" bypass tray: 40 sheets or less than 4 mm, 0.15" large capacity tray: 1000 sheets or less than 120 mm, 4.72"
Optional copy tray capacity:	A3, 11" x 17": 200 sheets B5 or smaller: 200 sheets B4 or smaller: 500 sheets
Copying speed:	40 copies/minute (A4 ↕, 8 1/2" x 11" ↕, in Full Size mode)
First copy time:	less than 5.2 seconds (A4 ↕, 8 1/2" x 11" ↕, feeding from the large capacity tray)
Warm-up time:	less than 140 seconds (20°C, 68°F)

Toner replacement: Bottle exchange (700 g)

Power source: 220 ~ 240V , 50, 60Hz, more than 7A

Preset reproduction ratios: 5 enlargement and 7 reduction

	Metric version	Inch version
Enlargement	400%	400%
	200%	200%
	141%	155%
	122%	129%
	115%	121%
Full Size	100%	100%
Reduction	93%	93%
	87%	85%
	82%	77%
	71%	74%
	65%	65%
	50%	50%
	25%	25%

Power consumption:

	Copier only	Full system*
Warm-up	less than 0.88 kW	less than 0.90 kW
Stand-by	less than 0.20 kW	less than 0.22 kW
Copying	less than 1.20 kW	less than 1.20 kW
Maximum	less than 1.50 kW	less than 1.50 kW

* Full system: copier with document feeder, finisher, and paper tray unit

Noise emission:

Sound pressure level (The measurements are made according to ISO 7779 at the operator position)

	Copier only	Full system
Stand-by	25 dB (A)	25 dB (A)
Copying	54 dB (A)	59 dB (A)

* Full system: copier with document feeder, finisher, and paper tray unit

Sound power level (The measurements are made according to ISO 7779.)

	Copier only	Full system
Stand-by	40 dB (A)	40 dB (A)
Copying	66 dB (A)	69 dB (A)

* Full system: copier with document feeder, finisher, and paper tray unit

Dimensions:

	Width	Depth	Height
Copier with platen cover, copy tray, and paper tray unit	1,150 mm 45.3"	655 mm 25.8"	1,024 mm 40.4"
Copier with document feeder, finisher, and paper tray unit	1,551 mm 61.1"	655 mm 25.8"	1,110 mm 43.8"

Weight:

Copier with platen cover, copy tray, and 1500-sheet paper tray unit	137.5 kg 303.2 lb
Copier with document feeder, finisher, and 1500-sheet paper tray unit	178.5 kg 393.6 lb

Optional equipment:

Document feeder
Finisher
Copy tray
Platen cover
1500-sheet tray unit
1000-sheet tray unit

❒ Specifications are subject to change without notice.

DOCUMENT FEEDER (OPTION)

Original feed:

Automatic reverse document feed (ARDF)
two-sided originals mode
Automatic document feed (ADF)
one-sided originals mode
Semi-automatic document feed (SADF)
Single copies mode

Original size & weight:

Number of originals to be set:

Paper weight (g/m^2)		40	47	53	64	81	105	128
Paper weight (lb)		11	12.5	14	17	22	28	34
Maximum number of originals to be set		50	50	50	50	50	30	25
A3	lengthwise	☆	☆	❍	❍	❍	❍	☆
A4	lengthwise	☆	☆	❍	❍	❍	❍	☆
	sideways	☆	☆	●	●	●	●	★
A5	lengthwise	☆	☆	❍	❍	❍	❍	☆
	sideways	☆	☆	●	●	●	●	★
B4	lengthwise	☆	☆	❍	❍	❍	❍	☆
B5	lengthwise	☆	☆	❍	❍	❍	❍	☆
	sideways	☆	☆	●	●	●	●	★
B6	lengthwise			☆	☆	☆	☆	☆
	sideways	☆	☆	★	★	★	★	★

●: ARDF (2 sided originals), ADF (1 sided originals), SADF, Single copies mode
❍: ARDF, ADF, SADF
★: ADF, SADF, Single copies mode
☆: ADF, SADF

Original set: Face up, first sheet on top

Original transport: One flat belt

Power consumption: DC 24V ± 10 % (from copier)

Power consumption: 45 W

Weight: Approximately 10.5 kg, 23.2 lb

Dimensions (W x D x H): 610 x 507 x 130 mm, 24.1" x 20.0" x 5.2"

❒ Specifications are subject to change without notice.

FINISHER (OPTION)

Paper size: ☛ See page 97.

- When the shift tray is not shifted, A6 can be stacked.

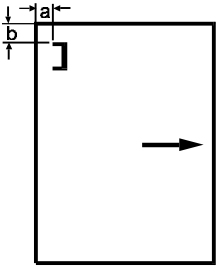
Staple mode: ☛ See page 100.

Paper weight: ☛ See page 97.
Staple mode: ☛ See page 100.

Paper capacity: ☛ See page 97.
Staple mode: ☛ See page 100.

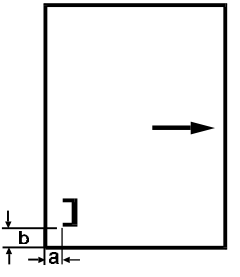
Staple position:

Top



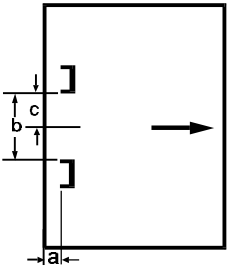
a= 6 ± 3 mm
b= 6 ± 3 mm

Bottom



a= 6 ± 3 mm
b= 6 ± 3 mm

2 Staples



a= 6 ± 3 mm
b= 132 ± 2 mm
c= 66 ± 3 mm

Staple replenishment: Cartridge exchange (5,000 pieces/cartridge)

Power source: DC 24V (from copier)

Power consumption: 48 W

Weight: 35 kg, 77.2 lb

Dimensions (W x D x H): 671 x 514 x 950 mm, 26.5" x 20.3" x 37.5"

❒ Specifications are subject to change without notice.

1000-SHEET TRAY UNIT (OPTION)

Paper size:	☛ See page 133.
Paper weight:	52 - 105 g/m^2 (14 lb - 28 lb)
Paper capacity:	1,000 sheets (500 sheets (80 g/m^2) for each tray)
Power source:	DC 24V, 5V, AC 220 ~ 240V (from copier)
Power consumption:	Average: less than 50 W (copying) Maximum: less than 110.5 W (copying)
Weight:	Approximately 36 kg, 79.4 lb
Dimensions (W x D x H):	620 x 632 x 390 mm, 24.5" x 24.9" x 15.4"

❒ Specifications are subject to change without notice.

1500-SHEET TRAY UNIT (OPTION)

Paper size:	☛ See page 133.
Paper weight:	52 - 105 g/m^2 (14 lb - 28 lb)
Paper capacity:	1,500 sheets (500 sheets (80 g/m^2) for each tray)
Power source:	DC 24V, 5V, AC 220 ~ 240V (from copier)
Power consumption:	Average: less than 50 W (copying) Maximum: less than 110.5W (copying)
Weight:	Approximately 38 kg, 83.8 lb
Dimensions (W x D x H):	620 x 632 x 390 mm, 24.5" x 24.9" x 15.4"

❒ Specifications are subject to change without notice.

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Note to users in the United States of America
Warning:
This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

Note to users in Canada
Warning:
This digital apparatus does not exceed the Class A limits for radio noise emissions from digital apparatus as set out in the interference-causing equipment standard entitled "Digital Apparatus", ICES-003 of the Department of Communications.

Remarque concernant les utilisateurs au Canada
Avertissement:
Cet appareil numérique respecte les limites de bruits radioélectriques applicables aux appareils numériques de Classe A prescrites dans la norme sur le matériel brouilleur: "Appareils Numériques", NMB-003 édictée par le ministre des communications.

In accordance with ISO Standard 7001, this machine uses the following symbols for the main switch:

$ means POWER ON.
t means POWER OFF.
u means STAND BY.

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